

COMMUNICATIONS COORDINATOR

Salary: Please see our [Global Salary Scales](#) for more information on salaries payable in different locations. This role will be paid at the rate for Grade D in these scales. We do not negotiate on salary.

Location: This role is open to applicants based anywhere ADD currently has staff (Bangladesh, Cambodia, Kenya, Sudan, Tanzania, Uganda or UK) with a particular encouragement for applications from Cambodia and Bangladesh. You must have an existing right to work in the country you wish to be based.

You can be based in any of the countries above. Exactly how this would work can be discussed once an offer is made, depending on your location.

If you are based in a country where we have an existing office you can choose to work from the office, from home, or a combination. If outside of these countries, you will be expected to work from home.

Reports to: Interim Communications Manager

Contract: Fixed Term 6 months contract (though we are open to considering applications from those who want to work on a part-time or job-share basis). We are currently trialling a 4-day working week for the same pay and you will have the choice to opt-in to the trial on the understanding it could end.

As an organisation that works with disability justice activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any reasonable accommodations at all that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make accommodations throughout your employment with ADD.

About ADD International.

ADD is a participatory grant-maker for disability justice. Our vision is for a world in which ableism no longer exists, and disabled people can fully participate in society. Our mission is to strengthen disability justice activists and organisations through resourcing, and leadership skills. In March 2024 we launched a new ten-year strategic framework which can be found on our website here: <https://add.org.uk/mtiririko/>

We are transforming our organisation away from traditional development and getting back to our roots by sharing more power and resources directly with activists. Over the

next ten years, we have a goal to provide £25 million long-term unrestricted grants directly to disability justice activists and movements. Crucially, we will also give disability justice activists greater decision-making power on who should receive funding and how funding should be spent.

Our new 'Fundseeking' Strategy outlines how we will raise the funding and cultivate the right partnerships to provide the flexible resources that disability justice movements need and that allow ADD to become the grant-maker we aspire to be. This is not a usual fundraising strategy. It decentres ADD's own growth and instead focuses on using our position and proximity to wealth with intention to channel more resources to disability justice movements that are less able to access them. The first two years of this strategy have successfully raised £3 million in unrestricted funding from funders who share our vision.

The Opportunity

ADD has spent the past three years transitioning to become a participatory grant-maker for disability justice. In this time, the focus of ADD's communications has been to document and share this transformation, to bring donors and partners along, promote our new model, and influence others to shift power.

Now, ADD is running participatory grants in six countries in Africa and Asia, and communications requirements have shifted. ADD is recruiting an interim Communications Coordinator to document grantee stories, amplify their messages, and support with content for funding and influencing.

The Communications Coordinator will work on digital communications including the website and social media channels, and support other teams with story gathering.

The Team

This role sits within the External Engagement Team and would be line managed by the Interim Communications Manager.

This team is responsible for three key strategic functions for ADD:

1. **Fundseeking** – securing the resources needed for our grant making and the implementation of our strategy from both institutional donors and individual supporters
2. **Influencing** – inspiring, influencing and supporting funders and other organisations to increase the flow of resources to disability justice activists

3. **Communications** – supporting our fund seeking, learning and influencing goals through strategic and accessible communications and amplifying the voices of activists

Most of this team works remotely, from across the UK, with one member based in Uganda.

Key Responsibilities

- Content creation for social media channels, newsletters and print media.
- Interviewing grantees and Leadership Academy participants to document their experiences and share their stories in their own words.
- Update ADD's social media channels in line with our communications objectives; creating and curating engaging content, interacting with key audiences, monitoring and reporting on social media analytics and supporting digital campaigns where necessary.
- Ensuring all communications are accessible (e.g. plain language, alt text, captions, translations where needed), in line with disability inclusion principles.
- Support fundraising and advocacy campaigns by updating the website and social media with relevant quotes, stories and photographs.
- Copy edit and publish blogs and articles.
- Ensure that our brand is upheld by all staff and partners, providing training and coaching where needed.
- Provide communications support for both online and in person fundraising events.
- Support with internal communications including sharing updates and keeping our intranet page up to date.
- Ensure that the way that we collect, store and use images and videos of the people that we work with, is safe and ethical by leading on the implementation of a 'safe communication process' across the organisation.
- Liaise with programme, fundraising, and influencing teams to identify stories and opportunities for external communications.
- Occasionally you will be expected to travel internationally for content gathering.

Safeguarding level.

We are committed to ensuring we are a safe organisation that does no harm to people we work with. As we transition from project-based work to grant-making we recognise the power dynamics this creates that can make grant-seekers vulnerable to abuse and are putting in place robust systems to minimise risk to any communities we work with.

Our processes ensure all posts are graded, based on interaction with communities, persons or organisations of persons with disabilities. This post is a **Level 2 post**. See **outline of all levels below**:

- **Level 1** - office based, no real direct access to communities, persons or organisations of persons with disabilities, and never alone.
- **Level 2** - a travelling role, possible access to communities, persons or organisations of persons with disabilities but unlikely to be alone.
- **Level 3** - regular access to communities, persons or organisations of persons with disabilities, including on their own, or lead responsibility for safeguarding within office/location.

All level 3 posts will be required to undertake regular police checks (or equivalent depending on location).

About You

Skills & Experience;

- Experience of developing accessible and engaging content for a range of channels including Facebook, Bluesky, LinkedIn, and Instagram
- Experience of web editing in Wordpress or similar
- Experience of managing social media platforms, and improving reach and engagement metrics
- Experience of writing and editing blogs
- Experience of using Mailchimp, or similar platform, and developing engaging e-communications
- Excellent written and verbal communication skills in English
- An understanding of shifting power and locally-led approaches in the development sector and how communications and individual giving campaigns can be more inclusive, accessible, and equitable
- Experience of using SharePoint Communications sites or a willingness to learn

- Strong understanding of the importance of ethical communications, consent and the safe storage and usage of images
- Experience of working within a remote and global team

Personal Attributes:

- Lived experience of disability is highly desirable
- Contextual experience of the disability justice movement in Africa and/or Asia
- Demonstrated commitment to anti-ableist and anti-racist practice
- Creativity and innovation
- Ability to work within a small team of people and to adapt to a changing work schedule
- An ability to manage multiple priorities and ensure deadlines are met
- A professional, positive and accountable approach to all areas of work with the desire and commitment to continuously improve

If these statements sound like you, then we highly encourage you to apply for this exciting job opportunity at ADD International.

How to apply.

Interested applicants should send the following attachments by email:

- Their CV (max 3 pages)
- Your answers to the below 3 questions (maximum 1,000 words or 6 minutes audio/video)
- Completed [Equal Opportunities Form](#)
- The names, contact numbers and addresses of 2 referees (please state if you are not happy for them to be contacted at this stage)

Please also send your answers to the following questions in no more than 1,000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document within the same email, but do not include your name on

this document). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

1. Which aspect of the role excites you the most and why?
2. What makes you the right candidate for this position? Which skills or experiences do you have that will help you succeed in this role?
3. Can you give examples of how you've used communications to engage audiences, inspire action, or build relationships, and how you would apply these skills in this role?

Please send your application to recruitment@add.org.uk by the closing date below.

If you need an accessible format or the application documents, or another way to apply, or if you have any queries about the application process, please contact recruitment@add.org.uk

Application deadline: Monday 22 September 2025, 9am UK Time

First round interviews will be held during the week commencing 13 October

Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.

Equal opportunities.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. We also prioritise applications from disabled people, this means that we first only review applications from those who identify as disabled. Only if we are unable to recruit from this group will we review other applications.

For more information on this please see our [Equal Opportunities Policy](#).

Safeguarding.

The nature of ADD's work as participatory grant-maker for disability justice means that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. As we transition from project-based work

to grant-making we recognise the power dynamics this creates that can make grant-seekers vulnerable to abuse.

ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.

Data protection.

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our '[Job Applicant Privacy Notice](#)'.

Due to the nature of our roles, interacting with staff in our different countries, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.