



# WE ARE HIRING:

## Join us: Communications Coordinator - DONUTS

**26.01.2026**



# ABOUT US

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Fairtrade Africa (FTA) is the umbrella network organization representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern Africa; Southern Africa; West Africa; and Middle East and North Africa. Established in 2005, FTA aims to effectively represent producers and workers within the International Fairtrade System and provide services to them that contribute to the improvement of their livelihoods. The FTA Board directs policy and strategic development of the organization.

**FAIRTRADE AFRICA PURPOSE:** To improve the socio-economic conditions of African producers through increased access to better trading conditions.

# ABOUT THE JOB

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The Communications Coordinator is responsible for producing high-quality material for the Dignified Opportunities Nurtured Through Trade and Sustainability (DONUTS) Programme and the Right to a Dignified Life and Sustainable Livelihood Programme (funded by NORAD).

The role provides support to project teams across Africa and is expected to produce content directly while also coordinating and working with external communication support when required.

**LOCATION:** Nairobi, Kenya

**REPORTING LINES:**

**Post-holder reports to:** DONUTS Programme manager and the NORAD project manager.

**Staff reporting to this post:** None

**BUDGET RESPONSIBILITY:** Yes.



# DUTIES & RESPONSIBILITIES

## Key Performance Areas

### Programme Communication Coordination and Capacity Building

- Lead the development and implementation of communication and visibility strategies for the DONUTS and NORAD programmes.
- Coordinate communication planning with programme teams across all regions.
- Liaise with communication leads across partner organisations to ensure consistent and coherent messaging.
- Strengthen staff communication capacity through training, coaching, and the development of resource materials.

### Content Production and Storytelling

- Produce high-quality, diverse content, including impact stories, news articles, feature stories etc. for project partners, advocacy, and public engagement.
- Plan, produce, and publish video content.
- Ensure all communication materials comply with donor visibility rules, Fairtrade branding guidelines, and ethical, safeguarding, and content standards.
- Maintain an organised and accessible archive of all programme communication materials.

### Digital Communication and Social Media

- Maintain a strong and consistent online presence for the DONUTS and NORAD programmes.
- Generate engaging digital content for Fairtrade Africa and partner social media platforms.
- Support strategic social media campaigns, digital storytelling initiatives, and live coverage of programme events.
- Use analytics and performance data to assess impact and improve digital engagement.

### Events, Campaigns, and Visibility Activities

- Lead the planning and delivery of high-profile events, programme launches, field visits, forums, and celebrations.
- Prepare briefing notes, talking points, event materials, and media kits.
- Ensure strategic visibility at partner, donor, and Fairtrade system events.

# SKILLS & EXPERIENCE REQUIRED

## KNOWLEDGE, EXPERIENCE AND SKILLS

### Qualifications

- Bachelor's degree in communications, Journalism, Media Studies, Public Relations, or a related field.

### Experience and Knowledge

- A minimum of 3–5 years' professional experience in communications roles, preferably within an NGO, development, or donor-funded programme context.
- Demonstrated experience coordinating or leading communication activities, including working with multiple teams, partners, or external service providers.
- Proven ability to manage communications in line with donor visibility and branding requirements.
- Strong experience in content development and storytelling across multiple channels, including digital and social media.
- Practical experience using digital communication tools, social media platforms, and analytics to track performance and improve engagement.

### Skills

- Excellent writing, editing, and verbal communication skills in English.
- Strong organisational skills, attention to detail, and the ability to manage multiple priorities effectively.

## HOW TO APPLY

**APPLICATION DEADLINE is 10<sup>th</sup> February 2026**

An application form (**CVs will not be accepted**) can be found on the jobs and volunteering page of our website:  
<https://fairtradeafrica.net/vacancies-and-tenders/>

If you have any queries, please e-mail [recruitment@fairtradeafrica.net](mailto:recruitment@fairtradeafrica.net)

or call **+254 202721930** or **+254 704180169** and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as a pre-condition of employment. Completed applications should be saved in the applicant's name and the position (Communications Coordinator – DONUTS) and be e-mailed to [recruitment@fairtradeafrica.net](mailto:recruitment@fairtradeafrica.net)

All applicants should state how they meet the essential requirements of the post and include their email address, telephone contacts and three referees with contact details on the application form.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**