



GLOBAL INCLUSION FOUNDATION

Johannesburg, South Africa

hr@wearegif.org ✉
www.wearegif.org 🌐

JOB PROFILE: Communications Specialist

Role Title: Communications Specialist

Reports To: Executive Director / Head of Communications

Type: Volunteer

Time Commitment: 3–5 hours per week

Role Purpose

To craft, refine, and manage GIF's internal and external communications. The Communications Specialist ensures that all written content reflects GIF's voice, strengthens relationships with stakeholders, and promotes the mission of building a more inclusive future for children.

Key Responsibilities

- Develop high-quality written content, including newsletters, website articles, donor updates, and reports.
- Ensure all GIF communication materials maintain a consistent brand voice and message.
- Edit and proofread content prepared by other teams before publication.
- Collaborate with Social Media and Graphic Design teams to support campaigns with strong written copy.

Competencies

- Excellent writing, editing, and proofreading skills
- Strong storytelling ability for NGO and child-impact narratives
- Attention to detail and ability to maintain consistent tone and voice
- Strong organisational skills and ability to manage multiple content requests
- Ability to work collaboratively within a multi-role volunteer team

Minimum Requirements

- Ability to communicate professionally in written English
- Strong understanding of content writing, editing, or basic communications principles
- Ability to meet deadlines and handle multiple assignments
- Ability to work remotely and manage communication via digital platforms

Education

- A certificate, diploma, or degree in Communications, Journalism, Public Relations, Media Studies, English, Marketing, or a related field
- OR currently studying in one of these fields
- OR proven writing ability demonstrated through a portfolio



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Experience

- Experience writing newsletters, articles, reports, blogs, or social media copy (NGO, school, freelance, business, academic all qualify)
- Experience proofreading or editing content
- Experience preparing donor or stakeholder communications is an advantage
- Experience working with communication teams or content pipelines is beneficial

Skills

- Strong written communication, grammar, and editing ability
- Ability to create engaging, inspiring, and clear messaging
- Understanding of brand voice, tone, and consistency
- Ability to work with designers and social media managers to align messaging
- Detail-oriented with strong time-management and task prioritisation skills
- Creative thinker with the ability to craft compelling stories and content ideas

How To Apply:

Send your CV and Portfolio (If Applicable) to:
hr@wearegif.org