



Communications and Membership Consultant

August 2025

Background

About AGIP – The Coalition

The [Adolescent Girls Investment Plan \(AGIP\)](#) is a global, intergenerational, feminist coalition with members working with and for adolescent girls across advocacy, research, and at community level. AGIP envisions a world where girls have the voice, choice, and agency to determine their own futures, supported by holistic investment that responds to the full complexity of girls' lives and needs. AGIP aims to drive political commitment, accountability and evidence-informed investment to create positive impact with and for adolescent girls in all their diversity.

About Akili Dada – The Hosting Organisation

Akili Dada is an African leadership incubator anchored in the ethos that girls and young women can and do lead. Akili Dada's mission focuses on girls and women from underserved and underprivileged backgrounds, extending opportunities for access to education, leadership and networks. Akili Dada serves as the hosting organisation and the post holder may spend up to 10% of their time on activities within their hosting organisation, where relevant and appropriate.

Akili Dada is a member of the Adolescent Girls Investment Plan (AGIP). AGIP's overall coordination is fulfilled by the AGIP Secretariat, with staff being hosted by different AGIP member organisations. Akili Dada will host the AGIP Communications and Engagement Consultant from 1st October 2025 – 1st October 2026.





The Role

Role:

AGIP Communications & Membership Consultant

Functional Area:

Adolescent Girls Investment Plan Secretariat

Reports To:

AGIP Project Manager

Location:

Nairobi, Kenya (Hybrid)

Contract:

12 month consultancy contract from 1st October 2025
– 1st October 2026 with a possibility of extension
depending on performance and availability of funding.

Objectives of the Role

In collaboration with the AGIP Secretariat, this position will lead on **implementing AGIP's 2025-2027 strategy for communications and membership**. The role of the Communications and Membership Consultant is to **build and maintain an engaged membership and amplify AGIP and its individual members' work and impact both internally and externally**.

The consultant will be responsible for designing and implementing an internal and external communications plan that aligns with the new AGIP strategy, including devising how strategic communications and thought leadership can be leveraged for greater impact.

You will support the Secretariat, particularly the Youth Engagement and Advocacy Specialist, in delivering AGIP's ambitious advocacy and influencing activities. This role will focus on developing creative, engaging and powerful communications and campaign pieces that hold powerholders and decision-makers to account and advance AGIP's strategy to shift power and resources to adolescent girls.

You will be responsible for ensuring that AGIP members and affiliates are informed and updated on any recent developments, and engaged in coalition work by managing all communications channels, such as, but not limited to, regular newsletters, AGIP's website, and social media platforms.

The role involves collaborating with coalition members (current and prospective) as well as diverse global partners, from grassroots organizations to UN entities. The consultant will lead

on member engagement through drop-ins, quarterly 121s and coalition-wide calls, to ensure that members are contributing to and benefiting from the coalition.

Your contribution is important as AGIP is expanding and reorganising its membership to stay true to its commitment to diversity, equity, and inclusion. You will revise and implement our member development approach by identifying and onboarding new members and work closely with the Youth Engagement and Advocacy Specialist to ensure that our processes meet the coalition's safeguarding and youth engagement standards.

To succeed, you will have experience of working in a partnership, coalition, or movement-building environment, specifically with a focus on building strong communities. You will have experience of working with stakeholders from a variety of backgrounds, including girls and young people, and an ability to unite a diverse group under a common goal and vision. The consultant will have strong communications skills, creative and proactive approach, and experience of strategic planning, designing and publishing engaging comms messages and materials.

You will enjoy working in a multi-cultural and dynamic team environment, with people in different time zones and diverse organisational cultures. The consultant must be able to self-organise, communicate proactively and clearly, review their own work with a critical eye, and ensure timely delivery of tasks and activities to a high quality. The postholder will need to model Akili Dada's and AGIP's values and behaviours externally.



Responsibilities

A. Coordinate on AGIP's internal and external comms activities, including:

- **Develop and oversee the implementation of AGIP's internal and external communications strategies** for 2025–2026, ensuring alignment with the overarching AGIP Strategy and stakeholder priorities.
- **Audit and optimize AGIP's communication channels** (e.g., weekly updates, newsletters, social media, mailing lists), including the strategic development and launch of a professional LinkedIn presence.
- **Provide strategic guidance on the enhancement of AGIP's website**, working closely with the Secretariat to ensure content relevance, accessibility, and alignment with AGIP's brand and mission.
- **Lead the conceptualization and dissemination of thought leadership content**, positioning AGIP as a key voice in the global adolescent and youth development space.
- **Design and oversee the production of youth-friendly visual communication materials**, including key messages, reports, and graphics tailored for diverse external audiences.
- **Strategically plan and manage AGIP's virtual events**, and provide high-level support for in-person engagements. Lead the development of post-event reports and knowledge products in collaboration with the Secretariat.
- **Manage AGIP's digital presence during key global moments and live events**, including real-time engagement strategies (e.g., live tweeting, commentary) to maximize visibility and impact.
- **Develop and coordinate the production of evergreen**

communication assets and event-specific briefing materials, ensuring consistency and strategic alignment across all external-facing outputs.

- **Lead the drafting and publication of AGIP's Annual Report**, synthesizing inputs from the Secretariat and member organizations into a compelling and data-driven narrative.
- **Coordinate the strategic dissemination of AGIP research outputs**, ensuring alignment with advocacy goals and maximizing uptake among key stakeholders.
- **Collaborate with external communications consultants**, ensuring deliverables meet AGIP's standards and strategic objectives, in collaboration with the Project Manager.

B. Coordinate member engagement and development, including:

- **Support strategic implementation of AGIP's coalition operating model**, aligning new ways of working with the 2025–2027 strategy and fostering collaborative engagement across stakeholders.
- **Maintain AGIP's membership database**, ensuring there is accurate and up-to-date focal point information to support effective communication and coordination.
- **Review and enhance AGIP's membership mapping tools**, ensuring they remain relevant, accessible, and valuable to members for strategic collaboration and engagement.
- **Collaborate with the Youth Engagement and Advocacy Specialist to embed girl- and youth-centric principles** into the member development process, ensuring inclusivity and

alignment with AGIP's values.

- **Identify and engage prospective members, partners, and networks**, with a focus on increasing representation from LMICs and advancing AGIP's internal power-shifting agenda. Lead the coordination of member applications and maintain updated Terms of Reference.
- **Evaluate and improve AGIP's member onboarding process**, including the development of tailored onboarding materials and stewardship of new members during their induction period.
- **Serve as the primary liaison for current, new, and prospective members**, as well as external organizations ranging from grassroots groups to UN agencies, ensuring responsive and strategic engagement.
- **Design and lead initiatives to strengthen member engagement**, fostering consistent, meaningful participation and collaboration across the coalition.
- **Facilitate connections among members**, enabling both formal and informal collaboration opportunities that advance AGIP's strategic goals.
- **Lead quarterly membership reviews and other engagement check-ins**, synthesizing insights into actionable reports with support from the Secretariat.
- **Establish and manage AGIP's Community of Practice**, cultivating learning, knowledge exchange, and engagement with a diverse range of global stakeholders beyond core membership.
- **Strategically identify key industry events and networking opportunities**, positioning AGIP and its members for meaningful participation, visibility, and influence in global forums.

Responsibilities

C. Support AGIP Secretariat activities, including:

- **Support the AGIP Project Manager in the development of fundraising concept notes, proposals, and narrative reports,** ensuring alignment with donor priorities and AGIP's strategic objectives.
- **Lead select operational and administrative functions of the AGIP Secretariat,** including coordination of Board engagements, research initiatives, and special projects, in line with Secretariat priorities.
- **Provide logistical and strategic support to youth engagement activities,** working closely with the Youth Engagement and Advocacy Specialist to ensure meaningful youth participation during key events and initiatives.
- **Monitor and report on developments within peer coalitions and networks,** keeping the Secretariat informed of relevant trends, movements, and opportunities for collaboration or positioning.
- **Represent AGIP in external networks and global forums,** including UN and other international policy and advocacy spaces, to strengthen AGIP's visibility, partnerships and influence, where appropriate.

Working Relationships

This consultancy sits within the AGIP Secretariat and works in close collaboration with the AGIP Youth Engagement and Advocacy Specialist. The consultant will report directly to the AGIP Project Manager.

The role requires regular engagement with AGIP members—both current

and prospective—as well as with the Community of Practice (not yet established), affiliated girl and youth activists, and a wide range of external partners. The consultant will also be expected to represent AGIP within Akili Dada and in relevant external forums.





Requirements

Qualifications

- Undergraduate or Masters degree in Communications, Public Policy, Journalism, Public Relations, Gender Studies, International Development or related field.
- 3 – 5 years experience preferably in a similar context.

Knowledge

- Significant experience working in multicultural environments, participation in networks and coalitions (informal or formal).
- Experience with or strong understanding of UN events and processes, eg CSW.
- Knowledge of current feminist issues and trends in international development and the Girls' Rights and agency space.
- Basic understanding of Civil Society and research organisations is an advantage.
- Good knowledge of girl and youth safeguarding.

Skills

- Excellent organisation skills with ability to prioritise and deliver effectively with competing deadlines.
- Excellent written and verbal communication skills, proven experience

- in drafting and adapting messages for a wide range of audiences.
- Solid design skills with an eye for branding and aesthetics, experience with Canva preferred.
- Smooth coordination of in-person and/or virtual meetings and events.
- Ability to review own work with a critical eye and pay close attention to detail.
- Ability to connect and build relationships with a wide range of stakeholders.
- Experience of working with adolescent girl and youth advocates, girl- and youth-led organisations.
- Ability to think strategically and see the bigger picture.

Behaviour

- Conscientious and professional approach to all work.
- Proactive and empathetic communicator.
- Inclusive collaborator, committed to equity, diversity, and inclusion.
- A positive and energetic team-player.
- A passionate girls' rights advocate, able to model Akili Dada's and AGIP's values and behaviours with external partners
- Capacity to be flexible and able to support with ad-hoc requests.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-0825-AkiliDada or Pat-Jones-CoverLetter-0825-AkiliDada.

Timeline

Closing Date: 1st September 2025

First stage interviews: 10th & 11th September 2025

Second stage interviews: 16th & 17th September 2025

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Akili Dada’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email Alisha Muchemi at amuchemi@oxfordhr.com in the first instance.





About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

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