

TERMS OF REFERENCE

Position Title: CDKN Knowledge Translation and Outreach Lead

Name of Project/ Programme: Climate and Development Knowledge Network (CDKN)

Start Date: Immediate

Location: Cape Town, South Africa

Salary: R70 000 – R80 0000 (commensurate with experience)

Work arrangement: Hybrid with two days in the Cape Town office per week.

About SouthSouthNorth

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation and bringing good governance to management of donor funds, technical assistance and project management. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About CDKN

[CDKN is a global Southern-led programme](#) founded in 2010. We work to improve the well-being of the most climate-affected people, including women, girls and marginalised groups, through transformative climate action. The programme is managed by [SouthSouthNorth](#), and implemented in partnership with [Fundación Futuro Latinoamericano \(FFLA\)](#) and [ICLEI South Asia](#). CDKN is co-funded by the Ministry of Foreign Affairs of the Netherlands and Canada's International Development Research Centre (IDRC).

Our current [five year phase](#) (2022-2027) is focusing on accelerating equitable, financed and ecosystem-based action on climate change that is locally-led and strengthens the voice and climate leadership of marginalised groups at community level. It is being implemented through [Step Change, a Canada-Netherlands partnership](#) to drive equitable and inclusive locally-led adaptation. Our objectives are to:

- Enhance the **integration of gender equity and social inclusion (GESI)** in policies and practice to achieve climate-resilient development. CDKN's GESI work strengthens the capacity of key actors in our regions and shapes global GESI and climate agendas with lessons from CDKN's experiences.
- Improve access to **appropriate and equitable finance, that enables locally-led adaptation**. CDKN's finance work strengthens the capabilities of local actors to access finance, while engaging stakeholders, processes and funders at all levels to accelerate inclusive finance to the lowest appropriate level.
- Strengthen the **implementation of equitable and locally-appropriate ecosystem-based adaptation** that can address today's interconnected societal challenges and build the resilience of climate-affected communities. CDKN's EbA work is implemented at the local level, while influencing the global biodiversity conservation agenda and climate change commitments.

CDKN works globally and in Africa, Asia and Latin America. Focal countries are Ethiopia, Ghana, Kenya, Namibia and Senegal in Africa; Bangladesh, India, Nepal and Sri Lanka in Asia; and Colombia, Ecuador and Peru in Latin America. CDKN is also supporting 'Knowledge-into-Action' projects in Benin, Cameroon, Kenya, Mozambique and South Sudan.

CDKN uses a knowledge brokering approach to support climate action. We define this as the process of facilitating change that strengthens relationships, networks and understanding on the climate challenge and its impacts, based on diverse types of knowledge and experience, to advance more evidence-based, inclusive and innovative decision-making and action for climate resilience.

Role summary

A core part of CDKN's knowledge brokering approach involves *translating* climate-related information and knowledge into a variety of formats and languages and *sharing* it widely through targeted communications and outreach to ensure it is accessible and usable for key actors in the global South to inform their climate action work. We support weaving together diverse forms of knowledge – including local, Indigenous, scientific and practitioner knowledge - to build collective understandings of climate and biodiversity challenges and co-create and apply equitable and locally-owned responses.

This role is pivotal in achieving these objectives. It entails overseeing the delivery of the knowledge translation, outreach and communications aspects of the CDKN programme and managing the small team (about five people) responsible for leading and supporting this work based at SSN. It entails working closely with the global, Africa, South Asia and Latin America hubs, and the Africa and global teams in particular. This position is key to ensuring that CDKN's KT and outreach programme is responsive and relevant to CDKN's key actors and that it promotes and extends the reach and influence of CDKN's work. The role also leads a strategic approach to our outreach and communications efforts to ensure our work is visible, and amplifies impact. This role directly supports CDKN's wider aim to enhance the uptake of diverse and co-created knowledge in climate-related decision-making and implementation.

The CDKN Knowledge Translation and Outreach Lead will report to the CDKN Programme Lead and be required to share information and engage with SSN's Knowledge Management and Communications Hub and find alignment with other SSN programmes.

Responsibilities

The CDKN Knowledge Translation and Outreach Lead's responsibilities will include but not be limited to:

Strategic oversight and coherence

- Overseeing design, planning, strategy and delivery related to knowledge translation and outreach, and ensuring coherence across activities (including knowledge tailoring and packaging / product development, events and travel and associated communications, digital communications and social media, and the CDKN website).
- Supporting cross-regional collaboration, learning and joint planning and delivery related to knowledge translation and outreach, working closely with regional leads.

Team development and mentoring

- Leading the Knowledge Translation and Outreach team to work together optimally and effectively and nurture a team characterised by positive, respectful and productive working relationships.
- Advising, mentoring and supporting the CDKN Knowledge Translation and Outreach team to ensure their work is top quality and impactful.
- Providing on demand and regular advice to the Knowledge Translation and Outreach team on their work, including regularly reviewing content and providing detailed and specific feedback required for products and communications to adhere to editorial standards and style guide.
- Oversee the team's file storage system, including the photo library.
- Oversee the team's project management system (Wrike) and keep it up-to-date with all tasks.

Branding, style and photo guidelines and quality assurance

- ✎ Taking high-level ownership of the CDKN branding requirements, style guide, photo guidelines and editorial quality assurance processes and accountability in ensuring they are consistently applied in line with donor requirements.
- ✎ Working with teams to ensure compliance with ethical protocols relevant to knowledge translation and outreach/communications, including the use of appropriate images, correct attribution of content as well as avoiding extractive and disrespectful knowledge translation, communications and event practices.

Knowledge translation

- ✎ Overseeing all knowledge translation work and ensure all outputs adhere to CDKN's editorial standards.
- ✎ Ensure knowledge products go through the CDKN review and quality assurance process from start to finish.
- ✎ Staying abreast of key developments and trends in the fast-moving knowledge translation arena, including the use of AI, and assist the KT team to do the same.
- ✎ Taking ownership and responsibility for the relevance and usability and quality of all CDKN knowledge products for their intended audiences.
- ✎ Providing strategic advice as needed in the knowledge translation process – from scoping to delivery and monitoring and learning.
- ✎ Overseeing knowledge translation related systems and tools to manage the knowledge product pipeline effectively.
- ✎ Providing backstopping support to the Knowledge Translation Officer on any light touch editing and proofreading required to finalise publications.

Event outreach and dissemination

- Overseeing the promotion of CDKN events (webinars, virtual and face-to-face side events at conferences, workshops, peer-learning events, etc.) before, during and after events and ensuring this is effective.
- Overseeing the effectiveness of CDKN's dissemination of knowledge products with key audiences through webinars, conferences, workshops, social media, etc.
- Overseeing events and travel organisation and coordination to ensure smooth logistics and travel.
- Overseeing systems and tools to track event planning and comms to ensure optimal efficiency and effectiveness.
- Representing CDKN in relevant national, regional and global platforms and fora, including sharing our knowledge translation and outreach approaches.
- Developing and maintain strong relationships with key climate and development actors, programmes, networks and knowledge brokers to mutually enhance engagement efforts, and where appropriate, help to share their information using CDKN communications channels.

Strategic communications

- Overseeing CDKN's strategic communications, including oversight of the development and implementation of communications strategies and campaigns for the CDKN Africa programme and the CDKN programme at the global and programme level.
- Advising the knowledge translation and outreach as well as regional teams to strategically position the CDKN programme and devise key messages to support our programmatic objectives and amplify our impact.

Digital communication and social media

- Overseeing CDKN's digital outreach and social media efforts, ensuring all digital communications is in line with CDKN's brand, strategy and style.
- Taking overall responsibility and accountability for the quality and relevance of all social media content and digital communications.
- Undertaking regular (daily, weekly) quality checks on all CDKN socials channels and providing detailed feedback to the communications team about any necessary changes and ensuring these changes are implemented.

CDKN website content and newsletter

- Taking overall responsibility for the quality and accessibility of the CDKN website.
- Overseeing the production of regular and high quality content, ensuring that content is published consistently and there is a regional and thematic balance.
- Quality assuring and signing off all content before it is posted, including a monthly e-newsletter.

Training

- Contributing to CDKN's knowledge brokering training (online and face-to-face) from time to time, helping to deliver knowledge translation, strategic communications and outreach elements.
- Providing mentorship, training and guidance to CDKN team members and partners/grantees to write in an appropriate and accessible way and produce relevant formats for key audiences.

Budget

- Working with the SSN finance team to forecast and budget for knowledge translation and outreach/communications work.
- Overseeing the communications and knowledge production budget.

Monitoring, evaluation and learning

- Ensuring knowledge translation and outreach activities work towards CDKN outcomes agreed in the CDKN Theory of Change.
- Contributing to CDKN learning on knowledge brokering in terms of the knowledge translation, strategic communications and outreach process to support CDKN to continuously adapt our knowledge brokering approach to meet the challenges of transformative climate action in the global South.
- Overseeing the tracking of the use and influence of knowledge products and outreach and communications initiatives and devising outcome stories as needed.
- Contribute to internal learning and adaptive management processes, including post event and activity reviews.
- Contributing to CDKN donor reporting when needed.

Experience, skills and competencies

Essential

- A minimum of 5 years relevant experience in a similar role, demonstrating a successful track record.
- A minimum of 5 years' experience managing teams of a mix seniority levels, including junior employees.
- Some experience working in multinational teams / consortia, working with and across different parts of the programme to deliver overall programme objectives.
- Proven track record managing a complex workflow within a large and dispersed team.
- Excellent knowledge of climate change and development issues.
- Top notch writing and editing skills in English and impeccable attention to detail.
- Some exposure to knowledge brokering/ knowledge translation within a non-profit or academic environment, preferably focussed on climate change related issues.
- The ability to interpret complex climate and development issues/technical information/science into effective messages that engage diverse audiences.
- The ability to work under pressure with multiple competing tasks and demands.
- Excellent organisational skills and the ability to work systematically and establish and meet deadlines.
- The ability to work in large and diverse teams spread across a variety of countries.
- MS Office and willingness to learn website content management systems.
- Self-starter with a self-disciplined work ethic, helpful attitude and willingness to receive and integrate feedback

Desirable

- A good sense of design and how to make knowledge products attractive and accessible through design.
- An interest in new and innovative knowledge translation trends, especially in the climate change arena.
- Some background in producing short films and videos (e.g. scripting and overseeing the production process) and other multimedia products.
- French/Spanish/Portuguese/Swahili language skills.

Qualifications

Advanced degree in a field related to environmental sciences, climate change, international development and/or climate/science communication.

Application process

To apply, please complete the following form: [Application form](#)

Applications will close at midnight (SAST) on **28 May 2025**. Shortlisted candidates will be contacted within two weeks of the closing date. If you are not contacted within this period, please consider your application unsuccessful. Unfortunately, we are not able to offer feedback on any application made for this job posting. Only candidates who are eligible to work in South Africa will be considered for this post. SSN reserves the right not to make an appointment.

The candidate will be required to complete an assessment at first interview stage.