



Consultancy Contract

Terms of Reference: SharePoint Content Manager for ARTICLE 19's recent migration to Microsoft 365 platform

About ARTICLE 19

ARTICLE 19 is an international think–do organisation that propels the freedom of expression movement locally and globally to ensure all people realise the power of their voices. For over 35 years, ARTICLE 19 has worked for a world where all people everywhere can freely express themselves and actively engage in public life without fear of discrimination. We do this by combining research, campaigning, and cutting-edge legal analysis. Together with our partners, we:

- THINK: We develop cutting-edge research and legal and policy analysis to drive change worldwide.
- DO: We lead work on the frontlines of expression through our 9 regional hubs across the globe.
- PROPEL: We propel change by sparking innovation in the global freedom of expression movement.

About this Consultancy

We are seeking a Content Manager to design ARTICLE 19's portals using Microsoft SharePoint. The ideal candidate will be responsible for the design and deployment of content across these platforms, ensuring our digital workspaces, document centres, and corporate interfaces are both engaging and functional, as well as in line with A19's branding.

This is an opportunity to be at the forefront of our ARTICLE 19's digital transformation, playing a key role in enhancing our online presence and internal collaboration capabilities. If you are passionate about digital storytelling and have a track record of success in content management and web design, we encourage you to apply. Join us in making a difference through your expertise, creativity, and dedication.

Key Deliverables of the consultancy

- Review current A19 information portals (intranet, cloud, filing etc.) with aim to improve current systems and design bespoke ARTICLE 19 intranet and cloud content management system (including file naming convention) to optimize our operational efficiency.
- Design and deploy ARTICLE 19's internal portals (above) using Microsoft SharePoint, ensuring a user-friendly and efficient platform for team collaboration and document management (The portals will be designed with A19 branding and tone of voice to be determined closely with the A19 Comms Team).
- Provide training and early support to staff on utilizing SharePoint and other digital tools effectively, ensuring high levels of digital literacy and engagement within the organization.

Who We Are Looking For

Qualifications & Experience

- Proven experience in content management, SharePoint design, and digital project management, preferably within a non-profit environment.
- Strong expertise in Microsoft SharePoint and Office 365, Project for the Web, with a deep understanding of their application in non-profit organizations.
- Experience with website content management systems (CMS) and Information Management with a keen eye for design and user experience.
- Excellent project management skills, with the ability to manage multiple projects simultaneously and meet tight deadlines.
- Strong analytical skills, with experience in using digital analytics tools to inform content strategy and website design.
- Exceptional communication and training skills, capable of engaging with a wide range of stakeholders and empowering staff with varying levels of technical expertise.

Other requirements

- A creative and strategic thinker who is passionate about leveraging digital platforms to advance ARTICLE 19 missions.
- An individual with a knack for storytelling, able to translate our organization's objectives into compelling digital content.
- Someone with a collaborative spirit, eager to work closely with different teams to understand their digital needs and provide effective solutions.
- A problem-solver who is proactive in identifying challenges and opportunities within digital environments and agile in implementing solutions.
- An individual with knowledge and experience of working with global non-profit organisations made up of diverse cultures is an asset.

Key Working Relationships:

The post-holder must work in close collaboration with Director of Org Resilience, Director of Impact and Strategy, Director of Communications and Campaigns, Director of People and Culture, Senior Security & Resilience Officer, Merge (MS365 migration) Consultant.

Project Timeline and location:

Starting early July for a period of 4-6 months. Work plan and deliverables will be agreed upon successful recruitment.

Applications from all regions are welcome, even though time zones close to UK are more convenient.

Expression of interest and deadline:

Please send a copy of your CV and an expression of interest to Amir Bayani, Director of Organisational Resilience (amir@article19.org), making sure you indicate 'SharePoint Consultancy' in the subject line of your email.

Your expression of interest must include your skills and experience, intended plan and approach, a detailed schedule and corresponding budget breakdown.

Also provide a minimum of 3 references of relevant work and clients handled (particularly non-profit organisations).

Please note that we will be assessing applications on a rolling basis, and we reserve the right to recruit when we find a suitable candidate, so please submit your application as soon as possible.