

**Terms of Reference  
for  
Media Support Coordinator  
in the Western Balkans**

## **BACKGROUND**

Thomson Foundation and Thomson Media support journalists and media organisations worldwide often in challenging and emerging economies. Our work promotes ethical reporting and ensures independent, trusted sustainable media businesses developments.

Thomson is looking to hire Media Support coordinator to become part of the wider Western Balkans and Central and Eastern European team and support implementation of its programmes in the WB countries.

Thomson Foundation and Thomson Media currently implement several media support programmes in the regions of Western Balkans and Central and Eastern Europe, which covers 13 countries and more than 50 media outlets, and 250 individuals/media professionals involved. Focus of Thomson's work is to provide a guidance to media outlets for sustainable development and operation through business mentorship, testing and implementing new and innovative business modalities, supporting media to attract and engage new and underrepresented media audience(s) including young, female, minority groups and diaspora.

## **SCOPE OF WORK**

The Media Support Coordinator will offer services in supporting media development programming in line with projects scope and timeline, manage various program activities, and assist the Thomson project team in organizing logistics for related project activities across the region of the Western Balkans. The Media Support Coordinator will also be responsible for tracking media support to outlets through grants and mentoring. The Media Support Coordinator will liaise with the program team, which includes the manager, Monitoring Evaluation and Learning Coordinator, Administrative and Financial Coordinator, and Capacity Building Coordinator. An important aspect of work will be liaison and cooperation with project partners in the region as well as relevant stakeholders in media development.

## Main Tasks and Responsibilities

They will work closely with the Thomson Programme Manager for WB and CEE and the entire project team on the implementation of the following activities:

- Plan and implement activities related to media development, ensuring the effective roll-out of technical assistance, mentoring and successful grant implementation to media outlets in cooperation with the project team and liaison with Capacity Building Coordinator;
- Anticipate potential programmatic challenges and proactively coordinate with the line manager and team to devise solutions, guaranteeing the seamless execution of activities across the region. This includes maintaining and nurturing regular and productive communication with the media outlets, experts, mentors, consultants, project team, project partners and stakeholders;
- Strategize, design, and lead visits within the countries of the region, ensuring all key project activities, events, and engagement initiatives are executed to maximize outreach and effectiveness.
- Engagement with experts, mentors and consultations on a regular basis. Take an active role in the selection process, ensuring the recruitment of top-tier professionals. Foster and maintain strong professional relationships with these experts, facilitating their involvement in project activities and their liaison with the Administrative and Financial Coordinator.
- Maintain regular and productive media outlet communication by serving as the primary liaison between the project and media outlets, ensuring clear communication, understanding of project objectives, and alignment of goals for both mentoring and grants and other project related activities.
- Consistently update the Thomson supervision and the Programme Manager about progress, challenges, and milestones achieved in the project's lifecycle.
- Cultivate relations with partners and stakeholders: Participate as necessary in all projects related meetings with partners, local posts and stakeholders.
- Technical and Logistical Support: Serve as the backbone for the TF project team, offering invaluable technical insight, logistical arrangements, and coordination efforts to ensure the project's success.
- Systematically organize and archive all essential project materials, ensuring easy access and reference for the team.
- Take on diverse project management and program-specific tasks as directed by the Thomson Programme Manager and the project team, demonstrating adaptability and commitment to the project's success.
- Support the Administrative and Financial Coordinator under the supervision of the Thomson Programme Manager.

## EVALUATION CRITERIA

**Education:** A level of education which corresponds to completed university studies including postgraduate studies or at least 10 years of work experience in the field of communication, media, international development, or other related relevant fields.

**Language:** Fluency in English and at least one of the languages spoken within the Western Balkans.

**Professional Experience:**

- Sound understanding of the media sector in the Western Balkans.
- Participating in multi-layered projects handling several activities with overlapping timelines, at least 3 projects of this type to be named as a reference.
- At least 5 years of relevant working experience in the field of media project implementation, media development, journalism, communications, or any related field.
- Experience in planning, implementation and monitoring of media support programs awarded to organizations/media outlets.
- Certain level of administrative and event organization experience, at least 5 different events, workshops or trainings organized.

**Other skills:**

- Excellent presentation, oral and writing communication skills, with strong interpersonal and cross-cultural communication skills.
- Reliable with high standards for perfection and attention to details.
- Highly collaborative working style, a team player who communicates well across all levels of the organization.
- Strong organizational skills, problem-solving, proactive, can-do-it attitude and ability to get things done.
- Ability to adjust to changes in priorities in a deadline-driven environment.

## APPLICATION

All interested candidates should submit their CVs accompanied with the Letter of Interest indicating relevant experiences that matches requirements from this call. Submissions are accepted **by 25 September 2023 (COB)**, through the following e mail address:

[DavorM@thomsonfoundation.org](mailto:DavorM@thomsonfoundation.org)

## DURATION OF ASSIGNMENT

Assignment will commence not later than mid-October 2023, and its duration will be dependent on the projects dynamics and availability.

## LOCATION

Remote work covering all the countries of the WB region. Travel per need and planned in advance with the Thomson program team.