



Communications Volunteer

Job Description

Employer: Indochina Starfish Foundation

Position title: Communications Volunteer

Website: <https://www.indochinastarfish.org>

Application close: 3rd July 2017

Commences: As soon as possible

Employment type: 3-6 months full/part time (negotiable)

Remuneration: Unpaid

Location: Phnom Penh

About ISF

ISF provides education, healthcare and sporting opportunities to disadvantaged children in Cambodia.

Through ISF's Education Programme, which is a community based model, services are provided to children and their families within their communities, thus preventing the children from being unnecessarily institutionalised. This model provides opportunities to the children and their parents to empower them to change their own circumstances. The parents are also involved in the key decision making of ISF which provides them with dignified support that respects them rather than providing hand outs and creating dependency on ISF.

The intended benefits of the programme to every child we work with is that we give the foundations of an education, improve their health and nutrition, give them confidence and give them the opportunity to aspire to a better life. We support the students through to gainful employment.

ISF has grown from providing basic education opportunities to 18 children in 2006 to over 600 in 2017. Through the services provided to the families of the children ISF works with, almost an additional 3,000 people are supported.

ISF, in partnership with the Football Federation of Cambodia, plays a key role in providing grassroots footballing opportunities to some of Cambodia's most disadvantaged children. This programme has grown from 50 players in 2006 to around 3,800 in 2017 including deaf, hearing impaired players and players with intellectual and physical disabilities.

ISF is seeking to strengthen its development team in order to ensure the sustainability of its programs. ISF is looking for a highly motivated individual who can fulfill the position of Communications Volunteer and work in close cooperation with the Development Team. The successful applicant will be a person who is highly motivated to learn and further develop their skills working for a non-profit organisation.

Job Purpose

The Communications Volunteer will help create powerful and engaging communications materials to deliver to key audiences. This role includes maintaining and updating ISF's various communications platforms (including the website and social media), working closely with other members of the team to ensure they are as useful, engaging and accessible as possible. The incumbent will also assist with the creation and delivery of marketing and promotional materials to publicise the charity and engage audiences. Finally, the Communications Volunteer will have an opportunity to bring new and fresh ideas on how to communicate dynamically and creatively.

Accountability and Relationship:

- Reports to the Development Manager
- Works closely with Development Officer and Development Assistant
- Is part of Development Team and wider team consisting of all the staff who work for ISF

Responsibilities:

- Assisting in planning, developing and implementing communication strategies and campaigns
- Helping prepare a diverse range of information communications products in support of ISF initiatives; produce marketing and reporting brochures, videos and events materials
- Managing information on the organization's website, and social media sites
- Write public communications, blogs and newsletters
- Support the management and development of ISF's social media presence
- Assist with the marketing and promotion of ISF's work, producing materials as required
- Assist with events organisation and management where appropriate
- Assist with monitoring and evaluation
- Assisting in production of reports (including presentations) on an ad hoc basis
- Assisting in data verification, on all reports and information products prepared by the organization
- Assisting in all office administration and clerical work
- Promoting the vision, mission and strategic goals of the organization

Skills and experience required:

- Fluent in English and able to write in English to a very high standard (essential)
- Strong understanding of communications and social media (essential)
- Self-motivated, outgoing, friendly and persuasive (essential)
- Comfortable meeting new people and be able to positively impress and motivate ISF's current and potential partners (essential)
- Excellent verbal and written communication skills (essential)
- Keen to progress and commit to new challenges (essential)
- Work collaboratively and be a team player (essential)
- Able to work effectively cross-culturally (essential)
- Experience managing relationships with stakeholders/clients (desirable)
- Experience supporting monitoring and evaluation processes (desirable)
- Experience with WordPress and design tools such as Photoshop and InDesign (desirable)

Application procedures

Interested candidates should send Curriculum Vitae and covering letter outlining how they meet the outlined criteria to Gráinne LeFevre at glf@indochinastarfish.org. Only shortlisted candidates will be contacted for interview.

All successful applicants will be required to provide two references and relevant certificates and will be expected to undertake a police check in line with ISF's Child Protection Policy.