

Communication & Capacity Strengthening Mentor

Timor-Leste

*This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.*

ASSIGNMENT DETAILS

Assignment title	Communication & Capacity Strengthening Mentor		
Partner Organisation	Cruz Vermelha de Timor-Leste - Tmor-Leste Red Cross		
Location	<i>Please enter details of the location (town and country). This cell does not auto-update from PRF.</i>		
Website of Partner Organisation	0		
Duration of assignment	12 weeks	Start date	6/09/2021
Type of assignment	Remote	Australian Organisation	N/A or Yes (Please list any Australian organisations who fund you, partner in projects or
Time commitment	Part-time (less than 25 hours per week) (Remote volunteers only)		

PARTNER ORGANISATION OVERVIEW

Before Timor-Leste had independence, the Portuguese Red Cross, followed by Indonesia Red Cross and the International Committee of the Red Cross (ICRC) were operating in Timor-Leste. In the year 2000, the Red Cross Timor-Leste, known as Cruz Vermelha de Timor-Leste (CVTL) was established. On the 14th of September 2005, CVTL was legally recognised as an auxiliary to the Government of Timor-Leste through a Decree Law 6/2005. CVTL is the 183rd member of the International Red Cross and Red Crescent Movement. As a humanitarian organisation, the vision statement of Cruz Vermelha de Timor-Leste (CVTL) is to improve the quality of life of vulnerable people and communities across Timor-Leste. The mission of CVTL is to abide by universal humanitarian values and the spirit of volunteerism to thus alleviate suffering among socially-excluded and economically marginalised people in Timor-Leste; primarily through promoting their health and socio-economic development and enhancing their capacity to prepare for and respond to disasters.

CVTL aims to achieve such vision and mission statements through acting in accordance with the Seven Fundamental Principles of the Red Cross and Red Crescent Movement: Impartiality, Neutrality, Humanity, Unity, Universality, Independence and Voluntary Service.

# Australian Volunteers Program

## ASSIGNMENT DETAILS

### Assignment overview

CVTL have been busy with the COVID Response since February 2020, and playing a strong supporting role with the Ministry of Health in Response to COVID19. The past 19 months CVTL has faced significant hurdles. COVID increased its workload significantly as CVTL work very closely with Timor-Leste's Ministry of Health. CVTL has recruited a new Communications Manager, but with so much change in its Communications Team, CVTL really need a new volunteer to continue with mentoring of their new manager, and support in our COVID work.

With CVTL's substantial response to COVID, our communication workload has increased significantly including continuing to work with the community in education and socialisation in the prevention of COVID. With this, includes a greater level of reporting to funders to our COVID program. The volunteer will support the team with a focus on communications and fundraising as need may increase,

### Assignment objectives

Working across the Departments and branches, strengthening organisational capacity with tangible results with a focus on communications and fundraising. The relevant staff will have increased their skills with one on one practice which included support to focus on web content, social media, and increased visibility of CVTL in the media.

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To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.

### Duties and responsibilities of the volunteer

Mentoring the New Communications Manager - this included Train/Mentor the New Communication Manager in our Style Guide Provide training in use of CVTL Style Guide; and complete the training with the Branch staff (this has yet to be completed and due to the loss of our previous Communications manager this will need to be done again).

Working with several of CVTL Branches which – to build capacity and skills around communication so enable successful fundraising.

Strengthen staff skills in website and social media content development to be engaging and effective

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Selection criteria	
Bachelor degree in communications or relevant related field, or demonstrated equivalent experience	
Demonstrated success in developing communication strategies using social media platforms	
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Desirable skills, language and experience	
Demonstrated experience in website maintenance and development of content	
Demonstrated experience in communications training and success in building the skills of others through formal and informal training and coaching	
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<b>Line Manager</b>	Vidiana Xareal
<b>Staff Supervision</b>	No
<b>Working relationships</b>	<i>Please provide any additional details. This cell does not auto-update from PRF.</i>
<b>Hours and days of work</b>	N/a
<b>Leave</b>	All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.
<b>Professional indemnity insurance</b> <small>(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)</small>	<b>No - This assignment is not deemed to require professional indemnity insurance</b> The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

### LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

<b>Living allowance</b>	The allowance levels are based on the cost of living in the host country location and are listed in \$AUD. Allowances will be reviewed periodically and may increase or decrease.
<b>Accommodation allowance</b>	
<b>Language support</b>	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
<b>Country profile</b>	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process. <a href="#">COUNTRY PROFILE LINK - SELECT FROM DROP DOWN MENU</a>

# Australian Volunteers Program

## HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at [indigenouspathways@australianvolunteers.com](mailto:indigenouspathways@australianvolunteers.com). Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

### Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.

(Delete any that do not apply)

