

Communication Mentor

Fiji

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 This assignment may be amended or withdrawn to reflect changes in circumstances.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 Mentor		
Partner Organisation	Northern Charity Alliance (NCA)		
Location	Fiji		
Website of Partner Organisation	NA		
Duration of assignment	12 weeks	Start date	9/09/2021
Type of assignment	Remote	Australian Organisation	N/A
Time commitment	Part-time (less than 25 hours per week)		
	(Remote volunteers only)		

PARTNER ORGANISATION OVERVIEW

The CSI Index collated by Civics International Civil Society Index project and also paper presented during the International Society for Third Sector and Asia Pacific Week revealed weak relations between Civil Society Organisations and Private Sector Organizations. Major Island Vanua Levu and Northern Division including islands with 133,000 populations are prone to more social problems due to its isolation. It is also noted that more NGO's/CSO's are in Suva and on Viti Levu. The escalating social problems surrounding poverty, education, health and disaster are prevalent in media and also national reports. There are also few NGO's in the North that is currently executing community activities. The NGO's providing support from Suva is minimal due to administration and travelling expenses. The establishment of the Northern Charity Alliance aims to bridge the gap that exists in terms of passionate volunteers and engaging communities and corporate in dealing with their own issues in turn taking ownership of their own developments. This will also enable increased candidature in paid volunteer programs, building capacities/trainings and providing succession planning of NGOs and CSOs in the North. NCA was formed in 2011 and was registered as the charitable trust in December, 2012. The aim of NCA is to help achieve citizen and Corporate social responsibility in partnership with the public, people and private sectors in Fiji and Overseas which will meet the needs of society in accordance with the principle of social justice, equal opportunity, respect for human dignity and social ventures, which will enable individuals to lead a satisfying and purposeful life. NCA's 5 major focus area are: Education, Health and Sanitation, Housing, DRR, Poverty Alleviation

Australian Volunteers Program

ASSIGNMENT DETAILS
Assignment overview <p>The organisation has requested the support of Australian Volunteer for a Communication and Graphic officer to be responsible while working remotely assist the communication activities for Northern Charity Alliance, under the direction of the Communication Manager which will be including devising communication strategies, creating content, briefing vendors and organising events.</p>
Assignment objectives <p>To support organisation Internal and external communication strategies, Develop Organisation Website and collaborate with management to develop and implement an effective communications strategy based on our target audience.</p> <p>Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.</p> <p>Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required and proficiency in design and publishing software.</p> <p>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.</p>
Duties and responsibilities of the volunteer <p>Develop Organisation Communication strategies,</p> <p>Develop organisation website</p> <p>Develop and implement marketing and communications campaigns and strategies and monitor their success</p> <p>Determine strategic communications campaigns that will help further organizational goals</p> <p>Maintain effective relationships with journalists, and maintain a media database.</p>

Australian Volunteers Program

Selection criteria
Bachelor's degree in communications, journalism, or related field.
Minimum of 2-5 years' relevant experience in a communications role.
Knowledge of desktop publishing software and excellent verbal, written, and interpersonal skills.
Good time management and organizational skills.
Proficient in Microsoft Office, content management systems, and social media platforms.

Desirable skills, language and experience
Experience working in community engagement
Great multitasker
Experience in building an organizational development strategy

Line Manager	Tevita Tokalauvere - Excutive Officer ,NCA
Staff Supervision	No
Working relationships	Please provide any additional details. This cell does not auto-update from PRF.
Hours and days of work	N/A
Leave	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.
Professional indemnity insurance	No - This assignment is not deemed to require professional indemnity insurance 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.
(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)	

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/>

Living allowance	\$18AUD 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.
Accommodation allowance	
Language support	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.
Country profile	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. https://www.australianvolunteers.com/countries/fiji

Australian Volunteers Program

Political or faith-based activities	The Australian Volunteers Program supports partner organisations to achieve their development objectives. It does not engage in or support any evangelical activities and is not linked to any political party. We partner with local faith-based organisations on the basis that the volunteer placement does not engage in evangelising; and participation in activities run by the volunteer is not conditional on conversion or adherence to a particular religious denomination. We also partner with advocacy organisations on the basis that volunteer activities are not in support of a political party or candidate.
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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. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more

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)

