

Communication and Network Officer

Indonesia

*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 This assignment may be amended or withdrawn to reflect changes in circumstances.*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 and Network Officer		
Partner Organisation	Borneo Football International Foundation		
Location			
Website of Partner Organisation	<a href="https://www.borneofootball.org/">https://www.borneofootball.org/</a>		
Duration of assignment	12 weeks	Start date	25/10/2021
Type of assignment	Remote	Australian Organisation	Yes, Dharma care
Time commitment	Part-time (less than 25 hours per week) (Remote volunteers only)		

PARTNER ORGANISATION OVERVIEW

Borneo Football International Academy kicked off in 2015 with just 14 children - word quickly spread and today, 4 years later, the Academy has 340 players including three all-girls teams, and reaches more than 1000 students in local schools through football training, health, and education programs. Our mission is to improve the quality of life of underprivileged children in Kalimantan through sports. Using football as a tool for social change, assists their physical and mental development, health, and education.

BFIF’s three complementary programs – Football Practice, Education and Health - promote gender equality, empower women, motivate young people to pursue formal education, and have better job opportunities. The BFIF provides a safe environment for children to play sports and it promotes tolerance in diversity for a peace-building community.

## ASSIGNMENT DETAILS

### Assignment overview

Why is this volunteer assignment important to your organization? Why can a local person not fill the assignment? To develop our programs, we rely on the help of our donors. To make that happen, we need to identify potential donors, to send proposals as well as communicate with them through emails. Considering that BFIA is an international organization, we need volunteers who are able to write, edit, and also communicate in English. However, finding people with such skills is hard to do locally. Therefore, having volunteers who can aid us in achieving that goal would be highly beneficial.

### Assignment objectives

Enhance the quality of our publications: To ensure the quality of our text-based publications, we need volunteers who have strong writing and editing skills to proofread and improve them.

Research potential donors: We connect with our donors through proposals. Therefore, we need volunteers with great communication skills to maintain and expand our network.

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

Communicate in behalf of the program: Volunteers write and reply to emails, as well as communicating with other parties in behalf of the program.

Proofreading: Volunteers check and edit our text-based resources to make sure that it's grammatically accurate and neatly written.

## Australian Volunteers Program

### Selection criteria

Passionate: Volunteers need to be passionate about their work and strive for quality in what they are doing.
Communication Skill: Volunteers can communicate clearly and effectively, as well as cultivating an honest and open environment within and outside of the team.
Copy Writing: Volunteers possess great writing and editing skills, creating grammatically accurate and organized texts.

<b>Desirable skills, language and experience</b>
Proofreading: Volunteers possess writing and editing skills to create neat and organized texts.

<b>Line Manager</b>	Muhammad Bachrun Bustillo / Daniela Bustillo (Board Members)
<b>Staff Supervision</b>	No
<b>Working relationships</b>	
<b>Hours and days of work</b>	Monday to Friday, 12:00 - 5:00pm (Australian time)
<b>Leave</b>	N/A
<b>Professional indemnity insurance</b>	<b><i>No - This assignment is not deemed to require professional indemnity insurance</i></b>
(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)	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 <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
<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="https://www.australianvolunteers.com/countries/indonesia">https://www.australianvolunteers.com/countries/indonesia</a>

## Australian Volunteers Program

<b>Political or faith-based activities</b>	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](mailto:indigenouspathways@australianvolunteers.com). Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working

### 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)*