

Website/Social Media Designer and Content Creator Mentor

Samoa Business Hub , Samoa

Assignment title	Website/Social Media Designer and Content Creator Mentor		
Partner organisation	Samoa Business Hub		
Location	Samoa	Apia	
Type of assignment	Hybrid Assignment		
Duration of assignment	6 months		
Assignment phases	Phase	Mode	Duration
	1	Remote (online)	3 months
	2	In-Country	3 months
Proposed start date	26 October 2026		
Website	https://www.samoabusinesshub.ws/		
Australian organisation:	No Australian Organisation linked to this assignment		

ABOUT THE PARTNER ORGANISATION

The Samoa Business Hub was launched in November 2019 to embrace a broader mandate than the previous Small Business Enterprise Centre (SBEC), which was established in 1994 under the management of the Western Samoa Small Business Enterprise Development Trust.

The expanded operations landscape enabled SBH to cater for medium-to-large enterprises and implemented a range of services to cater for micro and start-up businesses. SBH key focus was on addressing two of the main development challenges; namely business knowledge and skills; and access to finance by MSMEs. SBH is inspirational in terms of its resilience as an organization; and its ability to respond to changing times and expected transitions. This new transition is timely as it helps the organization best place itself as part of a recovery phase of COVID-19; and the resulting challenges in terms of the fiscal, social, economic constraints. Previous transitions have been purpose-driven; and this reset of SBH is no different; and means we must consider how we must do business now to deliver our services for the future.

The governance of SBH is vested in a Board of Trustees, which consists of the Deputy High Commissioner of the New Zealand High Commission, the Chief Executive Officer of the Ministry of Commerce, Industry, and Labour, the Chief Executive Officer of the Ministry of Finance, a representative from Women in Business Development Inc., a representative from Savaii, the President of the Samoa Chamber of Commerce and Industry, a representative from the bankers association, and an independently selected Chairperson.

ABOUT THE ASSIGNMENT

SBH is seeking a passionate and skilled volunteer to help collaborate with the team on website development and social media access information to boost SBH's visibility online. Although there are a lot of locally based content creators, we need someone with a wider knowledge of how to develop eye catching content, as well as mentoring the team on how to use tools for communication digital information.

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of Samoa Business Hub to support the below objectives:

Assignment objectives	Proposed activities
In-Country Phase Objective: Collaborate with the technical team on developing website and social media access to information and course modules on business training skills.	• Collaborate with team to review platforms. • Assist the team in developing simple course delivery systems. • Assist the team to develop course module templates and dashboards
In-Country Phase Objective: Collaborate with and mentor the special projects team on the capture of information and business skills training modules (as appropriate).	• Introduce team to the tools for communicating digital information relating to business skills and for delivering course modules. • Facilitate training sessions on creating content for online media and delivering courses online • Mentor the team members as they apply these skills and use analytical tools to monitor impact.
Inclusion objective and proposed activity	
The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (eg religion, language, ethnicity and marginalised or vulnerable groups). The volunteer will work alongside members of Samoa Business Hub to: • Ensure all members of the team are provided with the trainings needed regardless of gender, age, disability status or background	

SELECTION CRITERIA

Education and qualifications

Essential	Desirable
Bachelor's degrees in either IT, Communications, Journalism or Marketing.	Photo and video taking including editing skills

Knowledge and experience

Essential	Desirable
- Has minimum 5 years' experience in social media and website development. - Excellent English writing skills for marketing or journalism. - Strong communication skills.	- Photography and videography skills. - Proficiency in social media marketing. - Proficiency in providing training for social media content.

Following the Program's values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. 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.

Line Manager: Chief Executive Officer

Working relationships: Communication and Media Team

Hours and days of work:

In-country phase	Remote Phase
Full time	Select an option

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.

Work from home: Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.

Professional indemnity insurance *(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment):*

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.

LIFE 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 including assignment allowances, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Country context

Learn more about the host country's 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.

For more information, please visit country links:

<https://www.australianvolunteers.com/countries/samoa> and <https://www.dfat.gov.au/geo/samoa>

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 accessible.

Personal circumstances *(This may not apply for Remote-only assignments; consider discussing with AVP team)*
Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their same-sex partner to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.