

# VSA E-Volunteer Assignment Description

<b>Assignment Title</b>	Communications and Advocacy Adviser
<b>Country</b>	Kiribati
<b>Location of Partner Organisation</b>	Tarawa
<b>Partner Organisation</b>	ChildFund, Kiribati
<b>Duration</b>	6-months, part-time
<b>Sustainable Development Goals</b>	



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## 1. Partner organisation overview

ChildFund New Zealand is member of the ChildFund Alliance, a global network of 12 child-focused development organisations. Together, they work to end violence and exploitation against children and to overcome poverty and the underlying conditions that prevent children from achieving their full potential. ChildFund works in partnership with children and their communities to create lasting change, with the participation of children being a key component of ChildFund's approach.

ChildFund Kiribati is a subsidiary of ChildFund New Zealand with a goal to help I-Kiribati children and youth to thrive, free from violence and exploitation. ChildFund Kiribati has been working in South Tarawa since 2016, targeting a range of initiatives including youth wellbeing and education, clean water, healthy environments, positive parenting, and nutrition.

## 2. Assignment overview

Social media is a critical part of ChildFund Kiribati's communication with the community. 5,000 – 15,000 people are regularly reached with Facebook posts, keeping the community informed about upcoming events and activities, sharing resources and information, sharing programme successes and profiling participants, and educating people about subjects such as human rights, Covid-19, and positive parenting approaches.

The Communication and Advocacy Officer has two distinct roles:

1. Providing stories, photos and media content to ChildFund New Zealand to educate supporters about the challenges in Kiribati and the work that ChildFund Kiribati does.
2. Providing social media, case studies, communications and advocacy for ChildFund Kiribati.

The Communications and Advocacy Officer currently receives guidance from ChildFund Kiribati's Programme Director and the Engagement Manager for ChildFund New Zealand, on what stories to collect and how to share them.

A VSA volunteer is required to mentor and support the Communications and Advocacy Officer to develop and implement a communications work plan that leverages social media for maximum impact, to develop independence and confidence to identify and pursue assignments, and to eventually lead others in the organisation in communications activities and strategies.



### 3. Goal/outcomes/outputs

#### Goal

ChildFund Kiribati's Communications and Advocacy work is strengthened to independently provide communications resources and manage the organisation's communication strategy.

#### Outcome 1

A communications strategy and work-plan is developed.

- Review current communications in conjunction with the communications and Advocacy Officer
- Establish a strategy and work-plan that meets outcomes for both ChildFund Kiribati and ChildFund New Zealand.

#### Outcome 2

Story-telling capacity is developed.

- Provide an objective 'outside' view on story telling opportunities within Kiribati to develop knowledge of how to identify good opportunities
- Suggest story-telling assignments and support copywriting skills
- Provide mentoring to develop messaging and sharing on social media
- Provide feedback and help to improve written English skills where needed.

#### Outcome 3

Communications and advocacy resources are developed.

Together with the Communications and Advocacy Officer:

- Support the development of assets and materials that ChildFund Kiribati and ChildFund New Zealand can use
- Assist identify opportunities for using data for advocacy purposes
- Support the production of a regular newsletter and management of a mailing list.

### 4. Reporting and working relationships and capacity building

This is an e-volunteer (e-vol) position. The volunteer will primarily communicate and work closely with the Communications and Advocacy Officer, ChildFund Kiribati, with oversight from the Programme Director at ChildFund Kiribati and the Engagement Manager at ChildFund New Zealand.

The Communications and Advocacy Officer requires patient mentoring and support, with direction and assignments for story-telling and identifying issues of interest to Kiwi donors. It would be valuable for the VSA volunteer to assist the consideration of communication objectives, and how to fulfil them. There are two different audiences – the Kiribati community that benefits from ChildFund Kiribati's work, and the NZ community that supports that work through donations. Helping understanding these audiences and what communications tools will work for them is important.

Guidance is required to build a communications strategy and plan, and how to develop materials and resources for future use. The VSA volunteer might recommend articles, videos or even short courses that would benefit the Communications and Advocacy Officer.



The VSA volunteer will act as a supportive mentor with the time and skills to answer questions and to provide encouragement and feedback on the Communication and Advocacy Officer's work.

The volunteer, ChildFund Kiribati and ChildFund New Zealand will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice and personal support.

**As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.**

## **5. Selection criteria/position requirements**

### **Personal specifications (professional)**

#### **Essential**

- Qualification in communications or other relevant area/experience
- Experience developing communications or social media strategies
- Proven skills in copywriting, social media, public relations, and advocacy
- Strong communication and mentoring skills

#### **Desirable**

- Management skills

### **Personal specifications (personal)**

#### **Essential**

- Supportive, patient and a good listener
- An ability to recognise strengths, and build confidence through helpful guidance and feedback
- Good creative and design skills
- Able to simplify concepts

#### **Desirable**

- Eager to learn about Kiribati and the Pacific
- Experience working in the Pacific, or a Pacific background
- A natural story-teller with genuine interest in community development



## 6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

## 7. Country Context

For more information about Kiribati, see the [VSA website](#).

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### Additional information

#### Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

#### Final appointment

Final appointment will be subject to satisfactory VSA clearances, and partner organisation acceptance.

#### Children's Act

VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

#### E-Volunteer package

The volunteer's package includes the following:

##### *Reimbursements*

Volunteers will receive a monthly honorarium of NZ\$90 for a part-time assignment. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment.

**Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.**

