



diaspora
action
australia

PEACE. DEVELOPMENT.
HUMAN RIGHTS.

Position Title:	Communications Team Coordinator (Volunteer)
Date Posted:	August 2017
Team:	Communications
Responsible to:	Volunteer Coordinator/Director
Location:	Level 6, 20 Otter Street (Melbourne Polytechnic building), Collingwood
Start Date:	Immediately
Hours per week:	8-10 hours per week, Must be available Monday, Wednesday or Friday during business hours. 6-8 months minimum commitment.

Background

Diaspora Action Australia (formerly Humanitarian Crisis Hub) works in Australia with people from countries affected by war and conflict who promote the human rights of people in their countries of origin. We support diaspora community initiatives; provide resources, information and training; facilitate dialogue and shared learning; build networks; and seek to amplify community voices at local, national and international levels. The groups and organisations we work to support contribute to peacebuilding, raise awareness of human-rights issues, contribute their skills, passion and money to set up vital services such as schools and health centres, and they urge the international community to sit up and take notice of what is happening in war-torn countries. Diaspora Action Australia (DAA) is the only organisation in Australia specifically dedicated to supporting these initiatives.

Diaspora Action Australia was founded in 2008 and is independent of political or religious affiliation. In 2011 we were awarded the ACFID Sir Ron Wilson Human Rights Award for outstanding contribution to human rights in the international development sector, and in 2012 received an Award of Excellence from the Victorian Multicultural Commission.

We are committed to community development principles and a rights-based approach. We are committed to protecting the rights of all children to live safely, free from exploitation and/or abuse, and to keeping children safe and ensuring that our activities and programs do no harm to children, and as such all staff and volunteers are required to sign and comply with our Child Protection policy.

Overview of the Position:

This position plays a key role in ensuring that the public face of DAA is professional, eye-catching and informative at all times. The Communications coordinator plans, coordinates, and monitors the work of the communications Team, and works closely with the Director, the Community Coordinator, the Volunteer Coordinator and volunteers. The Coordinator is responsible for the DAA communications strategy and has strong project management, advocacy and communications skills.

Key Responsibilities:

- a) Manage a team of approximately ten volunteers. Coordinate activities and direct the work of Communications team members
- b) Manage the Communications email account and keep it organised
- c) Organise and lead the weekly Communications team meetings, including creating agendas, recording and distributing minutes
- d) Ensure that all public communications (website, FB, Twitter, Instagram and LinkedIn accounts, newsletters, brochures, flyers, and the annual report) meet DAA criteria and guidelines
- e) Ensure the sign-off procedure on all communications for public media has been followed
- f) Produce monthly reports and oversee the production of other team members monthly reports (of the website and social media)
- g) Ensure all the documents and files are filed properly
- h) Attend monthly Coordinators team meetings
- i) Attend Community Engagement team meetings (when possible) and liaise with team members to ensure that information on the website regarding DAA's work and partners is kept up to date
- j) Keep the Communications team strategic plan and other core team documents (team induction manual, style guide, social media strategy, etc.) up to date and relevant
- k) Lead Communications capacity building with diaspora partner organisations
- l) Liaise closely with the Director, the Community Coordinator and the Volunteer Coordinator
- m) Other duties as assigned

Key Selection Criteria:

Essential

- a) Work experience in Communications, journalism or similar
- b) High level of organisational skills
- c) Demonstrated experience in project management and project planning
- d) Excellent people management skills and proven team coordination and delegation skills
- e) Knowledge and experience in Communications, including (but not limited to): website management, Facebook and Twitter account management, Google Analytics, Mail Chimp, LinkedIn account management, newsletter production, annual report production, photography
- f) Availability during office hours on Wednesdays and Fridays
- g) Exceptional written and verbal communication skills
- h) Highly computer literate with technical skills including web analytics
- i) Ability to communicate effectively with people from a diverse range of cultural backgrounds
- j) Understanding of and commitment to Diaspora Action Australia's philosophy, principles and objectives

Desirable

- a) Studies or work experience in international development or community development
- b) Familiarity with sign-off procedures and rationale

People of diverse cultural and linguistic backgrounds are encouraged to apply. We welcome applications from refugees and migrants from countries experiencing conflict/humanitarian crises, from international students, and people with disabilities.

What volunteers gain from their experience with Diaspora Action Australia:

- An excellent opportunity to add management experience to your resume with a respected NGO (non-government organisation)
- The opportunity to engage with others who are passionate about their work and committed to our vision
- References for volunteers who successfully complete 6 or 8 months with DAA
- A full induction and a supportive and friendly working environment
- Reimbursement towards travel expenses (i.e. Myki fares)
- Regular team meetings and free workshops according to availability
- A dedicated Volunteer Coordinator to support volunteers
- Plenty of coffee, tea, and biscuits!

How to apply:

Please send your resume and a cover letter addressing the Key Selection Criteria to humanresources@diasporaaction.org.au