Communication Specialist (National Volunteer Role)

Application closing date: 20 March 2024

Introduction to VSO

VSO is the world’s leading international development charity that works through volunteers to create a fair world for everyone. At VSO we pride ourselves on doing development differently. We fight poverty not by sending aid, but by working through volunteers and partners to create long-lasting change in some of the world’s poorest regions. We bring key stakeholders together to co-ordinate collective action, from local organisations to national governments. Our programmes in Africa and Asia focus on health, education and livelihoods, with an increasing emphasis on resilience, peace building, social accountability, gender and social inclusion. We’re not about delivering quick fixes, but instead we focus on long-lasting, sustainable change that will improve the lives of generations to come.

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<th>Role Title: Communication Specialist</th>
<th>VSO Team Responsible to: Project Coordinator</th>
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<td>Placement Duration: April 2024 – March 2025</td>
<td>No. of Volunteers: 1</td>
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Job/Role Purpose: The communication specialist will work with VSO's Education Programme to assist communication strategy in child-centered teaching and the development of learning-based resources. S/he will be responsible for delivering effective, visual, on-brand, and strategy creative for social media graphics, as well as collaborating with the VSO education team to coordinate and lead a wide range of communication-related activities across digital and offline media at the same time supporting local volunteer groups and CSO(s).

Safeguarding level:

VSO has zero tolerance of abuse and exploitation of vulnerable people. We will expect all our employees/volunteers to commit to protecting children, young people and vulnerable adults from harm and abide by our Global Safeguarding Policy.

Level 1: This post will have no direct contact/access to children and vulnerable adult, post holder will be expected to have a full commitment to uphold VSO safeguarding policy at all times. As part of our safer recruitment practice, a criminal background check (Basic DBS check for UK or equivalent Police check) will be obtained for post holder prior to start date.
### Task Responsibilities

The communication specialist will manage and coordinate activities in collaboration with the VSO inclusive education team. He/she will:

- Coordinate with the education program team, lead the design, implementation, and monitoring of the project communications plan.
- Identify, design and conduct a communication campaign for project activities in consultation with the program team.
- Support the development of IEC materials and capacity development of communication resources, such as toolkits, publications, documentaries, posters, booklets, and so on.
- Support and prepare communications products such as success stories, photographs, videos, and social media coverage.
- Assist in drafting, editing, and translating publications, articles, presentations, and other written pieces.
- Establish the organization's creative direction as well as brand standards.
- Coordinate with the education program team and manage VSO Myanmar’s social media and other tools to promote and disseminate education content.
- Assist in project-related enquiries and address in an appropriate and helpful manner with visitors on social media and other platforms.
- Facilitate workshops for youth volunteers on digital literacy, photography, or video editing.
- Other activities as assigned from the Education Coordinator.

### Competence required

- Strong computer skills and knowledge of illustrations or other graphics as well as the basic technology packages such as Microsoft Office Suite, Adobe Creative Suite, InDesign, Illustrator, Dreamweaver and Photoshop
- Competence coordinating and producing an e-newsletter, online content, news articles, announcements, interviews, campaigns, and stories
- Demonstrated skill in program communication, development of Information, Education and Communication material.
- Excellent oral, written communication, and presentation skills in both Burmese and English (local language is preferable)
- Excellent interpersonal skills and ability to work independently as well as with multiple stakeholders in a time-pressed and fragile context.
- Competent with the use of social media and trends.
- Willingness to travel when needed for project activities.
- Experience in capacity strengthening, development, training and advisory work
- Experience working on inclusive education, disaster risk reduction, and resilience.
- Experience working with young and adolescents and in the field of development and volunteer works

### Collaboration responsibilities

- Learning Review will be carried in collaboration with national volunteers, education coordinator and education technical lead.
• In close collaboration with MERL specialist, assist the education team in monitoring, evaluation and learning to generate evidence of the impact of the interventions with the innovative ways to document and share learning.
• Support the team with Facebook posts and case stories.

VSO promotes equal opportunities, values inclusion and seek to have a diverse workforce. We welcome applicants from all sections of the community regardless of gender, age, sexual orientation, ethnicity, religion and disability.

How to apply and Application Links: https://vso.my.salesforce-sites.com/VsoJobDetails?id=a0mQ2000000pvdlIAA