

# Communications Coordinator

## PURPOSE OF THE POSITION

As the Communications Coordinator, you will be responsible for implementing a range of internal and external communication activities for distribution to audiences in both PNG and overseas countries, primarily Australia. This will include ensuring compliance with key message and brand guidelines, to ensure that all ChildFund PNG's communications are of a consistently high quality and reinforce the organisation's key strategies priorities. You will be tasked with developing, implementing and delivering a communication strategy for ChildFund PNG. You will work closely with the Communications Team in Sydney to implement the ChildFund Australia content plan. You will also support other affiliates in the ChildFund Alliance.

### KEY DUTIES

- Ensure that ChildFund communications positively and consistently reinforce ChildFund's identity and key messages.
- Produce informative and publicity materials about ChildFund in various formats (e.g., brochure, briefing papers, website, video, annual report, signage, office decorations) and distribute according to agreed timelines.
- Manage media relations and seek positive media coverage of ChildFund PNG's projects and events through the provision of news-worthy stories on a regular basis.
- Draft press releases as required and advised by country director and/or SMT.
- Attend relevant networking events and inform other staff of networking opportunities.
- Seek areas of cooperation with relevant staff at other development organisations.
- Establish communication channels/platforms to provide useful information related to the sustainable development of Papua New Guinea and the wellbeing of children to mass media, social media, donors and sponsors.
- Work closely with supporter relations and communications and marketing departments in ChildFund's Sydney office to ensure effective communication to sponsors, donors, media and other audiences.
- Establish effective systems for storing communication materials (e.g., photographs, publications)
- Produce a staff newsletter for ChildFund PNG at an agreed frequency
- Manage ChildFund's social media presence through LinkedIn, Facebook and other selected platforms.
- Manage ChildFund PNG's communication assets and equipment.
- Ensure compliance with ChildFund's policies and procedures.

### QUALIFICATIONS & EXPERIENCE

- Tertiary qualification in Communication or relevant discipline
- Solid experience as either a journalist or public relations officer
- Minimum of 5 years working in senior roles with an INGO or similar organisation (experience with child-focused programs or communication activities desirable)
- Experience working at the field level as well as high-level representation with national government, donors, NGO (international and national) personnel and departments; international experience in an advantage
- Use design software effectively; knowledge about the basic design tools and the initial commands to work on layouts and designs of communications materials
- Well versed with managing websites and social media activities
- Planning and managing project budgets and ensuring effective use of resources and compliance with standards

### DESIRABLE

- Experience in working with NGOs in cross-cultural setting.
- Passion for development work and for better the lives of children and mothers
- Work fluently and effectively in English and Tok Pisin, especially in writing and speaking
- Knowledge of PNG's ICT policies and requirements

*Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

### SKILLS

Excellent conflict resolution and negotiation skills

Strong presentation and facilitation skills

Understanding communications, media and related protocols

Self-starter with a high degree of initiative, strong organisational and planning skills

Flexible and willing to travel extensively in project areas

Understanding development in country context and child-focused development

### CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values – Respect, Integrity, Collaboration, Change, Empowerment & Excellence

**Department:** Support Services

**Location:** Port Moresby, ChildFund Papua New Guinea

**Employment:** Full-time, two-year employment agreement, with option to extend upon mutual agreement / dependent on funding

**Reports to:** Country Director

**Other Information:** Appointment to this position is dependent upon successful completion of criminal background and reference checks

**Please apply at:** [www.childfund.org.au/work-with-us](http://www.childfund.org.au/work-with-us)





## ORGANISATIONAL CONTEXT

**ChildFund Papua New Guinea** is a registered local NGO and – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Papua New Guinea is part of the ChildFund Alliance – one of the world’s oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

**ChildFund** began work in Papua New Guinea in 1994, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in the Central Province and National Capital District. With a focus on maternal and child health, including TB, immunisation, nutrition and water and sanitation; education through the Child-Friendly School framework; child protection and resilience against family and sexual violence; ChildFund PNG also prioritises climate change and disaster preparedness. In 2015, ChildFund PNG established the country’s first ever Family and Sexual Violence Counselling Hotline which operates in Port Moresby and provides national coverage for survivors.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 20 days of paid annual leave. You are also entitled to sick leave, maternity leave, parental leave and compassionate leave.

### Health Insurance & Bonus

All employees are covered under a Life Insurance Corporation (PNG) Limited. This health insurance cover is also extended to nominated family members depending on staff tenure with the organisation.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience,

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future”

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund PNG you will be contributing to every child being able to play, learn, and grow.**