**Job Description:** Senior National Volunteer – Communications

**Responsible to:** CDP Project Manager

**Purpose of role:** The role of the National Volunteer – Communications will be assisting CDP Project Manager to promote CDP project visibility in 8 target provinces of VSO and identify appropriate communication channels/methods for reaching out to different audiences in other 17 non-target provinces as well. Communication Volunteer will work to collect and promote all CDP project key achievements, case study, video content, and other events by using social media platforms and innovations with support from M&E and Research Coordinator of the project.

**No. of direct reports:** None

**Country:** Cambodia

### Responsibilities

- At least 2 articles, FB posts or stories submitted and posted on VSO Cambodia FB page each month
- Create and manage Telegram group of all duty bearers (MoEYS personnel at sub-national level) and volunteers in 8 target provinces of the project and keep them updated on key achievements of the project and other information as required
- Work with Education Planning Advisor at national level and M&E and Research Coordinator to identify appropriate communication channels/methods for reaching out to different audiences in other 17 non-target provinces
- Provide support and guidance to CDP team to generate content for VSO Cambodia social media channels and to develop innovative methods of capturing and disseminating impact stories
- Support project team to produce project impact videos
- Provide translation support from English to Khmer language for communication purpose (social media posts etc.)

### Skills Required

**Qualification**
Qualification in Professional Communication/ Department of Media and Communication or other related field.

**Experiences**
- Experience in communications and social media, either through education, work or volunteering
- Experience working within an International development organisation or charity is an advantage
- Interest in media and communications (including social media)
- Innovative, tech-savvy and experienced using key social media outlets (Facebook, Twitter, Flickr, YouTube) to engage with different stakeholders
- Excellent communications and interpersonal skills
- Good command of English and Khmer languages in both speaking and writing
- Fully IT literate
- Commitment to volunteering for at least 12 months
- Ability to work as part of a team
- Enthusiasm and willingness to learn

**Competencies and Behavior**
- Ability to be open minded and respectful
- Ability to be resilient and adaptive to new situations
- Ability to facilitate positive change and build sustainable working relationships
- Ability to seek and share knowledge