

Diaspora Humanitarians: How Australia-based migrants help in crises abroad

Position Title: Communications Coordinator

Location: Remote (Australia-based)

Position type: Volunteer – 4 hours per week/Flexible/ 6-month commitment.

Position reports to: Project Officer (Diaspora Humanitarians project) for day-to-day responsibilities. RCOA, for volunteering related issues, through Office Manager.

Start Date: Immediately

The Refugee Council of Australia (RCOA) on behalf of the “*Diaspora Humanitarians: How Australia-based migrants help in crises abroad*” linkage project team is seeking a Communications Coordinator to help develop a communication strategy and operational plan to promote the “*Diaspora Humanitarians*” project’s key findings, opportunities, and activities.

RCOA is the peak body for organisations who work with and for refugees and people seeking asylum. RCOA conducts research, raises awareness and advocates on national and international issues affecting refugees and people seeking asylum. RCOA is a key partner of the “*Diaspora Humanitarians: How Australia-based migrants help in crises abroad*” linkage project.

About the *Diaspora Humanitarians* project

Australia is home to many migrant communities (diasporas) that are closely connected to people living in humanitarian crisis hotspots. We know that diaspora communities in Australia do a lot to help their family, friends and communities in times of need, such as during or after conflict or disasters.

Diaspora Humanitarians is a collaborative research project that will contribute to how different humanitarian actors (governments, NGOs, the UN) understand, work with and support the contributions of Australia-based migrants who are responding to conflict, disasters and displacement affecting their family, friends and communities in other parts of the world.

The *Diaspora Humanitarians* project brings together different stakeholders - University researchers, diaspora communities in Australia, NGO, UN and government organisations involved in humanitarian responses – as partners in this project.

The project’s key objectives are to:

- Describe and explain where, how and why Australia-based migrants are responding to humanitarian crises overseas.
- Identify what needs to be done to ensure diaspora responses are as effective as possible.
- Support diaspora and mainstream humanitarian organisations to develop tools to improve the effectiveness of humanitarian responses.

This project focuses on communities from Afghanistan, Syria, South Sudan, Myanmar, Indonesia, Nepal, Lebanon and the Pacific Islands so we can better understand diaspora humanitarianism in different contexts.

About the role

Over the course of the project life, we will need to disseminate project outputs, reach out to community members and key stakeholders, promote activities and opportunities to engage. As the Communications Coordinator you will play a key role to develop the *Diaspora Humanitarians* communication strategy and operational plan ensuring that the project public face is professional, inclusive and informative at all times.

This role works closely with the Project Officer and key Executive Committee members to plan, coordinate, and monitor the project public communication and supervises the work of the Social Media Manager.

Key responsibilities include:

- Lead Communications capacity building for the *Diaspora Humanitarians* project.
- Work with Project Officer and key Executive Committee members to design and implement the project's communication strategy and operational plan.
- Manage and work with the Social Media Manager ensuring that all public communications (Website, social media and media release) is in line with project's values and objectives.
- Ensure the sign-off procedure on all communications for public media has been followed.
- Produce monthly reports of the website and social media.
- Other duties as assigned.

Who are we looking for?

The Candidate we are seeking possesses strong communication and project management skills with a passion for diaspora engagement and research. Ideally, you are an expert communicator who knows how to reach out to different audiences by using the right tools.

You are articulate, creative and attentive. You are an enthusiastic and collaborative person interested to support and improve knowledge of how diaspora communities contribute to international responses to conflict, disasters, and displacement.

Key selection criteria (essential)

- Knowledge and understanding of website management, Facebook and Twitter account management, Google Analytics, LinkedIn account management, newsletter production and media releases.
- Work/volunteering experience in Communications, journalism or similar.
- High level of organisational skills.
- Demonstrated experience in project management and project planning.
- Exceptional written and verbal communication skills and the ability to produce high quality content for digital and other media platforms.
- Ability to communicate effectively and respectfully with people from a diverse range of cultural backgrounds.
- Ability to complete tasks to a deadline.

Desirable criteria

- Studies and/or work experience in international cooperation or community development.
- Experience working and/or understanding research.

What volunteers gain from their experience with RCOA

- Useful work experience and training with a respected NGO (non-government organisation) that can be added to your resume.
- References for volunteers who successfully complete 6 or 8 months with RCOA.
- A full induction and a supportive and friendly working environment.
- A team to support your volunteering experience.

How To Apply

To apply for this position, please send us

- Current CV
- Cover letter addressing directly how you fit the key selection criteria.

Please send your application to Rebecca Langton manager@refugeecouncil.org.au

People of diverse cultural and linguistic backgrounds are encouraged to apply. We welcome applications from refugees and migrants with close personal and cultural connections to diaspora communities.