

## Communications Officer

Location: Siem Reap, with occasional travel to Battambang and Bavel

Hours: Full-time, 40 hours per week

Reports to: Director of Development

Start Date: As Soon As Possible

We are looking for a talented Communications Officer. We would like to offer this role to a native English speaker who is available for a period of at least 6 months, ideally one year.

SeeBeyondBorders will provide a living allowance for the post holder. A probationary period of one month will take place upon commencement of employment. He/she will report to the Director of Development.

SeeBeyondBorders is a fully registered NGO in Cambodia and also holds charitable status in Australia and the UK. Our vision is to empower a generation of Cambodian children through education. Our mission is to provide the best possible start in early grade education through access to quality teaching and learning.

Key responsibilities of the role:

- Managing external communications: taking care of the main email accounts, enhancing our social media presence, blogging, contributing to our reports, working to help spread our message, developing and producing leaflets, assisting with organisation of publicity events in Siem Reap
- Monitoring our communications: provide statistics for communication reports, contribute to the planning and execution of marketing campaigns, analyse our websites and social media analytics, check for mentions of SeeBeyondBorders and related events and news.
- Office coordination and administration
- Support for the CEO and Leadership Team
- Liaise with offices in Australia and UK as and when required
- Increasing our profile in Cambodia and internationally

Activities related to key responsibilities:

- Communications
  - Work closely with Cambodian communications team to produce high quality and stimulating communications material (blog posts, social media, videos, etc.)
  - Monitor national and international media and contribute to the building of our media profile
  - Ensure content on the SeeBeyondBorders website is relevant and up to date
  - Write and edit content for the website
  - Monitor the effectiveness of our communications material
  - Assist with the development of our new website

- Attend weekly communications and fundraising call with Australian office
- In consultation with Director of Development create communications content for offices in Australia and UK
- Create PowerPoint presentations on various aspects of our work as and when requested by leadership team
- Ensure timely collection of data to assist with communications
- Contribute to the development of communication plan for the organisation
- Assisting with the coordination and management of social and publicity events related to our work
- Completing ad-hoc administration tasks
- Draft donor reports as and when requested
- Checking written reports for quality of English and correcting where necessary
- Assisting Director of Development with written reports as and when necessary
- Work with SeeBeyondBorders' staff to gather written case studies, photographs and videos that demonstrate our impact
- Providing administrative support for the Leadership Team

We welcome applications from candidates with a demonstrable interest in the education sector and/or Cambodia.

#### Application

A CV and covering letter (no more than 5 pages total) detailing how your experience fits the qualifications required for this role from the Job Description should be submitted by email to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org), using the subject line: **Communications Officer - Cambodia application via Website.**

***Your covering letter should include the following statement: "I declare that I (have/have never) been charged with child exploitation or abuses offences. The charges against me were....and the results was..."***

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Children and Vulnerable Persons Protection Policy and our Code of Conduct.

Due to the high volume of applications, only shortlisted candidates will be contacted. No feedback will be provided on unsuccessful applications.

#### **More information and enquiries:**

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org).

Further information about SeeBeyondBorders is available at:

Web [www.seebeyondborders.org](http://www.seebeyondborders.org)

Facebook [www.facebook.com/SeeBeyondBorders](http://www.facebook.com/SeeBeyondBorders)

Blog [seebeyondborders.wordpress.com](http://seebeyondborders.wordpress.com)

We look forward to hearing from you!