

Communications Manager

About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia, the UK and Ireland. SeeBeyondBorders operates as a registered international non-government organisation in Cambodia. Operating in Battambang and Siem Reap Provinces, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

Overview of the position

This is a new role created to design and implement SeeBeyondBorders annual communications plan, produce marketing materials that are on-brand and message, build capacity within the in-country communications team, and support fundraising and internal communications throughout the organisation in Cambodia and internationally.

Your goal will be to enhance and develop our profile among donors and Cambodian communities. You will develop and activate a SeeBeyondBorders communications plan by leading on-the-ground activities to increase engagement with international audiences, convert prospects, and nurture relationships. In Cambodia you will lead our efforts to listen and engage with our stakeholders particularly those we work with in our programs. As the Communications Manager you will be responsible for approving all external communications in conjunction with the CEO and Director of Development. You will lead our efforts to ensure our communications are contextually relevant, ethically responsible, accurate and consistent. You will have a commitment to SeeBeyondBorders' mission and values and an ability to represent these creatively to external stakeholders

Criteria for shortlisting

To be shortlisted for this role you will need to clearly demonstrate your communications proficiency. Creative and inspiring applications are welcome.

Employment Type	Full time with an undetermined duration
Location	Siem Reap or Battambang, Cambodia
Accountable to	Director of Development
Deadline for Applications	January 21 st 2022
Start Date	February 2022
Qualifications and experience	<ul style="list-style-type: none"> ● Relevant degree level qualification in communications, marketing or other related fields. ● A minimum of five years' experience in a similar role ● Complete fluency with written and spoken English. ● Skilled in self-management, balancing competing priorities, and working against multiple deadlines. ● Strong organisational skills with the ability to maintain working files and revisions of documents.

	<ul style="list-style-type: none"> ● Proficiency in website content management systems, social media platforms and marketing and fundraising platforms. ● Experience overseeing the design and production of print materials, publications and short films. ● Experience of working for an NGO delivering development programmes in Cambodia ● Understanding of the Cambodian cultural and development context is an advantage
Personal Characteristics:	<ul style="list-style-type: none"> ● Ability to manage a small team of international and in-country content producers ● Team player with the proven ability to work in a collaborative environment. ● Strong interpersonal communication skills, comfortable in a diverse working environment ● Excellent writer and innovative storyteller ● Strong project management skills - planning, execution, issue resolution ● Results-oriented individual keen to develop the skills of others so as to help achieve results ● Respected and respectful with a high level of honesty and integrity ● Innovative and creative attitude to change and improvements, with a willingness to share ideas and identify opportunities for improvement ● Able to communicate, collaborate, and show empathy with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds ● Patient and with a high tolerance for challenging situations while having a heart for those who have had few opportunities in their lives
Responsibility for Values	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <p>- Changemaker Competency Integrity Courage Respect</p>

Tasks and Responsibilities

- Develop and execute on an annual communications plan in alignment with the broader five year Communications & Fundraising Strategy and the existing annual Communications Calendar
- Manage and build the capacity of a small Cambodian communications team ensuring delivery of high quality multi-media content that is creative, engaging, informative and effective
- Produce creative communication materials to best demonstrate the impact and value of SeeBeyondBorders.
- Manage external communications including the website, newsletters, unrestricted donor reports, annual reports and all social media platforms
- Ensure the creation and deployment of all print and online communications are carried out in a timely and effective manner
- Ensure donor requirements (including those of international governments) with regards to communications are fully adhered to
- Manage and develop the journey of international and national supporters to ensure they feel valued and motivated to continue providing support
- Work closely with the international and in-country fundraising teams to develop imaginative content to support fundraising campaigns and events

-
- Ensure high visibility for SeeBeyondBorders with credible external media organisations in Cambodia and in donor countries
 - Ensure brand guidelines, image and communication policies are adhered to and updated
 - Support local and international media visits and requests
 - Oversee the day-to-day activities of the communications functions including budgeting, procurement, planning and staff development
 - Review and approve content from others who are delegated to make public comment on behalf of the organisation
 - Support and improve internal communications including the effective delivery of key organisational updates from the leadership team
 - Develop and implement a Cambodian communications plan for engaging school communities, teachers and other key audiences

Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web : www.seebeyondborders.org

Facebook : www.facebook.com/SeeBeyondBorders

Blog : seebeyondborders.wordpress.com

Twitter : www.twitter.com/seebeyondborder

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 Vulnerable Persons (including children) Protection Policy and our Code of Conduct.

SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.