

SIVA Trust Volunteer-Documentation and Communication JD

Reporting to: Director, SIVA Trust

Time commitment: Flexible. You can give as much or as little time as you want to

Role summary

Documentation and Communication volunteer play a key role in supporting and maintaining internal and external communications of SIVA Trust with project collaborators, implementing agencies, service providers and assist to execute the communications strategy, maintain project documentation. The Volunteer will be primarily responsible for supporting the Communication Manager implementing the communications policy, strategy and guidelines. The Volunteer will also maintain project documentation and publish on various platforms like mass media, digital and social media. The role is flexible to suit volunteer's commitments and interests.

Description

Documentation and Communication volunteer will assist with support strategic and marketing communication and documentation of SIVA Trust's various activities. The volunteer will directly contribute to increasing SIVA Trust's mission to empower rural children and young women by increasing organizational visibility in various platforms - conventional and digital media. All appropriate materials to support your role will be supplied by us with ideas for preparing various promotional materials. The Communications Manager will be available to give you continuous support, advice and guidance.

Responsibilities

- To support implementation of specific elements of SIVA Trust's strategic and marketing communications strategy
- Support the management of strategic communications conferences and exhibitions we attend - including setting purposes and objectives, pre-planning, briefings, logistics, presentations, posters, exhibitions stands and collaterals, conference roles and responsibilities
- Support the design and delivery of strategic communications documentation across all functions and media including development of all organisational documentation.
- Support in website and collaterals development for fundraising, conferences and exhibitions we attend - including presentations, posters, exhibitions stands and collaterals e.g. newsletter, digital and hard-copy appeals, reports, etc.
- Support the maintenance of website's core content and coordinate content generation for the website with the fundraising and programmes teams e.g. news stories, case studies etc.
- Support development of digital media fundraising e.g. online advertising, text giving, and enhance SIVA Trust's social media presence (e.g. Twitter, Facebook, YouTube and LinkedIn)

Qualifications

- Knowledge of and experience with media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Experience with communication/ creative agencies/ vendors will be added advantage
- Ability to communicate with people outside the organisation, representing the organisation to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail
- Excellent writing skills, including copy editing and proofreading
- Experience of promoting social media e.g. Facebook, twitter, LinkedIn, YouTube and Wikipedia
- Develop key promotional messages in consultation with the project team
- Participate in developing and evaluating feasibility, efficiency and quality of Information Education and Communication (IEC) materials
- Assist in coordinating communication activities and events of the project and partners
- Assist in conducting awareness raising campaigns, events, information dissemination workshops, etc. for target groups
- Undertake sporadic field visits to monitor programme implementation and liaise closely with target groups
- Participate in donor visits for showcasing project progress and achievements
- Take lead in dissemination of communication materials to relevant stakeholders
- Draft case studies and relevant project documents and suggest recommendations on varied issues (as and when required)
- Maintain documentation management system (hard copy and on network)
- Knowledge of Microsoft Office suite of programs, including Word, Excel and Outlook
- Commitment to work within organisation's guidelines and policies

Time Period

This position requires a minimum 2 month commitment for 1-2 days per week during regular office hours (Monday to Friday from 9:00 am to 5:00 pm), for an average of 8-10 hours per week.

Benefits and recognition

This position provides valuable experience for communication management and documentation for the volunteer. Further the volunteer will also gain following benefits:

- Opportunities to meet new people in your community
- Opportunity to develop communication, marketing and documentation skills
- The satisfaction of knowing you will be making a difference to the lives of rural communities
- Learn new transferable skills to improve CV

About SIVA Trust

SIVA Trust is a non-government social development organisation working for the poor and underprivileged communities. The organisation is concentrating in developmental activities towards the rural and semi urban people for their socio economic, health and education status improvement in Tirunelveli district of Tamil Nadu in India since its inception through its various development programmes. From the year 2017, it has taken up a project for the land rights and agricultural development of the hill tribes throughout Tamil Nadu, with Project Office at Coimbatore.

Interested candidates are requested to submit their resumes to SIVA Trust at sivatrust.tpuram@gmail.com.