

JOB DESCRIPTION

Effective date	:	Apr 2021
Job Title	:	Volunteer (VOL): Communications Volunteer
Location	:	HelpAge International in Vietnam (HAIV)
Responsible to	:	National Communications Officer (NCO)
Relations with others	:	Close working relations with all members in the HAIV team, projects and partners
Salary and Insurances	:	Not apply
Lunch support	:	1,000,000 VND/month
Voluntary work timeframe	:	Negotiation (at least three months)
Recruitment	:	Local recruitment (Vietnamese)
Application closing date	:	07 April 2021

Note: This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility are required. Thus, the JD will be modified from time to time, in consultation with the staff involved.

HELPAge INTERNATIONAL

HelpAge International is a global network of organisations working towards a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. The HelpAge global network is made up of 158 members in 86 countries working to support older people and promote their rights.

The world HelpAge wants to see is one where everyone, whatever their age, can say:

- I enjoy the well-being
- I am treated with dignity
- My voice is heard

Our Values

At HelpAge International we work hard to achieve our goals together as a team with a clear shared purpose. Everyone who works at HelpAge shares our values and are committed to behaviours that demonstrate and support them.

Our values inform how we work together:

Inclusive	We respect people, value diversity and are committed to equality.
Impact	We value and recognise the contribution of our staff and network members as we put older people at the centre of everything we do.

Partners	We work alongside network members and others to increase reach, influence and impact. We are committed to a culture of collaboration and building positive relationships.
Learning	We are passionate about learning, accountable and work together to find creative solutions

Equal Opportunities

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We encourage and facilitate a flexible working environment.

Safeguarding

Everyone has a role in creating and sustaining a safe and respectful working environment, where no one comes to any harm or is maltreated. At HelpAge we take our responsibilities very seriously and will take action against wrongdoing. We will do everything we can to ensure that we do not engage people that pose a safeguarding risk and will undertake criminal record checks as required.

Since May 2011, HelpAge International has opened its new project office in Hanoi, Vietnam (HAIV) to provide supports to a large network of partner organisations across the country. Partners across the network are responsible for implementing a wide range of programmes for which HAIV receives funding from both internal and external donors. For more information about the work of HelpAge International, please visit our website at: <http://www.helpage.org>; <http://www.helpagevietnam.org>.

We are now looking for above position to support the implementation of our projects.

The recruitment of the Volunteer (VOL) is to support the implementation of HAIV projects as assigned by the Country Director (CD) and NCO. Due to the voluntary nature of this position, the recruitment of the Volunteer does not institute a labour contract.

The area of voluntary works for Communications Volunteer

- Update project news on the website, social media pages (facebook, twitter...), printed publications
- Contribute to the preparation of project work plan and reports as relevant.

- Support the Communications Officer and other staff in design, adapt graphics, develop and edit the project documents and materials.
- Support in translating, reviewing and editing project documents, reports and other materials
- Support other communications and training activities of the project.
- Support to document project newsletter, good practices, articles, cases studies and lessons learned for knowledge sharing.
- Support the development of activities on use of communication technologies in order to raise awareness on ageism.
- Travel to field in short notice.
- Support other project activities when necessary
- Support administration and finance works (if any) assigned by the Senior Finance & Admin Officer (Sr. FAO)

Safeguarding responsibilities

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work.
- Reporting all safeguarding incidents, they see, hear, know about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies, procedures and practices.
- Completing mandatory training courses relating to HelpAge safeguarding policy framework and complying with HR vetting procedures. Will be trained by HelpAge.
- Reducing the risk of harm and abuse in the field.
- Involving communities in the design of programmes and complaint response mechanisms, be responsible for implementation and review.
- Attending specialist field training on safeguarding as required.
- Maintaining maps of support services for survivors.
- Receiving and responding to complainants/survivors and ensuring that no further harm is done, following a survivor-centred approach, using the principles of psychological first aid, and signposting to relevant local services as needed.
- Reporting and responding to safeguarding incidents reported to them by anyone connected with our work, using our internal reporting mechanism.
- Supporting related people to embed safeguarding measures in their role.

Essential/Desirable skills

- University degree, preferably journalism or media/communications, public health, or relevant field.

- 1-2 years work experience in communications or media fields
- Excellent English and Vietnamese communications skills, both written and verbal
- Ability to deliver key messages to the media
- Photography skill: basic knowledge on how to take photos of groups, portraits, and field activities
- Good eye for page layouts and design
- Good understanding of social media engagement
- Good understanding of the key components in brand management
- A commitment to working to HelpAge values, safeguarding, equal opportunities, respect and dignity, health and safety and data protection policies.
- Good personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Willingness to travel to field offices and work at sites of provincial and commune level according to travel requirements
- Experiences in using design software, managing website and social pages, editing video are advantages
- Experiences in research and/or data analysis is an advantage
- Being awareness of age, gender and disability issues. Experience in inclusion of age, gender and disability issues in the communication job.

How to apply:

Please submit your application document consists of:

- A covering letter outlining your suitability for the role that should not be more than 1 page of A4 size
- An updated curriculum vitae (CV), maximum 3 pages of A4 size

Please put the covering letter and CV in one file and send by email to recruitment@helpagevn.org and dathq@helpagevn.org by the closing date of 07 April, 2021. Please clearly note the Volunteer position you are applying in your email title.

HelpAge International is an equal opportunities employer.

With a view to minimising our administration costs we are unfortunately only able to contact again those candidates who have been shortlisted for interview.