



Communications Volunteer

Action for Children in Conflict (AfCiC) is looking for a dynamic and motivated person to co-ordinate our communications projects. The successful candidate will be based in Thika, Kenya and can commit for a minimum of 3 months.

Job Description

- Working with staff and volunteers to develop shorts stories, photographs of AfCiC's work
- Compiling and ensuring the wide distribution of a quarterly newsletter for our supporters
- Compiling a monthly bulletin for local businesses and the local Council
- Increasing local and international awareness of AfCiC's work
- Generating new sponsors
- Training members of staff in communications work
- Updating case files and developing relationships between sponsors and children

Skills and experience required (E - essential; D - desirable)

- A highly-motivated self-starter able to work on own initiative **E**
- Experience of working with children, preferably ones who are vulnerable. **E**
- Excellent written and oral communication skills **E**
- Sound working knowledge of Microsoft Office and internet **E**
- Willingness to undergo CRB vetting **E**
- Previous experience in communications **E/D**
- Experience of working in developing countries/multi-cultural environment **D**
- Good interpersonal skills and the ability to network effectively **D**

Benefits

- You will directly impact on the lives of vulnerable children and will be able to see, first-hand the positive outcomes you help to achieve
- AfCiC will provide people with professional references to support them in their career development
- You will have the opportunity to join and play an active role in our Volunteer Committee, which will help you to shape the way the organisation works, as well as providing you with the opportunity to learn new skills and enhance your C.V.
- As a small charity, AfCiC prides itself on its personal approach. Those who assist us with our work become part of the AfCiC family

Cost

Project contribution of £750 for 3 months or £950 for 6 months. The volunteer will be involved directly in the decision process of where to spend this money. Rent for accommodation (£120 per month), flights, insurance, vaccinations and other in country expenses are not included in this.

To apply

Please visit <http://www.actionchildren.org/how-you-can-help/volunteer.php> or contact Maria Clemons at maria@actionchildren.org or contact her on 01793 767820