

## **HELP Volunteer-Documentation and Communication JD**

**Reporting to:** Manager/ Secretary, HELP

**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 Society for Help Entire rural and Lower People (HELP) 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 HELP's various activities. The volunteer will directly contribute to increasing HELP's mission to prevent child trafficking and sexual exploitation, and help rescued victims 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 HELP'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 HELP'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 vulnerable children who are victims of child trafficking and sexual exploitation
- Learn new transferable skills to improve CV

### **About HELP**

HELP works for the rescue and rehabilitation of victims, especially children, who are trafficked for sexual exploitation in Chilkaluripet, Guntur District and Ongole, Prakasam District in Andhra Pradesh. There are three million female sex workers in India and 40% of them are children. 500,000 children are estimated to be forced into the sex trade every year, living a life of exploitation and abuse. Children who are vulnerable to commercial sexual exploitation are also vulnerable to HIV/AIDS as the number of HIV cases among sex workers stands at around 50%.

To help, we have set up Asha Sadan, a rehabilitation centre, for rescued victims of trafficking. Simultaneously, we work to prevent more cases from arising within vulnerable groups such as children and women living in susceptible areas. Furthermore, we have night-care centres, where we care for the children of sex-workers during working hours.

*Interested candidates are requested to submit their resumes to Ram Mohan N.V.S, Secretary, HELP at [helpap@gmail.com](mailto:helpap@gmail.com) on or before Monday, 15 January 2018.*