

<p><b>Title / Duration / Visa</b></p> <p><b>Felm Volunteer for Communications in Cambodia 2024</b></p> <p><b>4 months, between January-December 2024 Ordinary Visa (E-class visa)</b></p> <p><b>Felm tutor / Partner tutor: Sara Latvus / Several</b></p>	<p><b>Partner / Location</b></p> <p>The volunteer will work together with Felm’s Cambodian partners, Integral Cooperation Cambodia (ICC), First Step Cambodia (FSC), Mlup Russey (MRO), Epic Arts, Morodoc and Continuous Learning Organisation (CLO); as well as the Lutheran Church in Cambodia.</p> <p>The volunteer will be based in Phnom Penh, with travel to provinces including the countryside.</p>
---	--

<p><b>Objective and duties of Volunteer</b></p> <p>Work together with Felm staff and Cambodian partners on communications through communication trainings and developing current communication channels e.g. websites; form and content, social media, etc.</p> <p>Main objective is to strengthen the communications and visual work of Felm’s partners and support them to learn new communications skills. Main duties are the support of the partners communications and planning and organizing communications trainings for the partners.</p>	<p><b>Short description of the tasks</b></p> <p>Field visits to observe partners’ work on the field and to learn about the context of that work. Debrief with observations of the needs and hopes regarding communications in the partner organisation.</p> <p>Based on partners context and existing capacity, conduct training to staff members and other key people on communications e.g., social media channels, website, newsletters etc. Training can also support the skills of the partners on photographing in technical and ethical perspective.</p> <p>In addition, supporting Felm’s communications and fundraising in Cambodia.</p>
---	---

**Competence / Qualifications / Language requirements:**

- Meet the requirements of the Felm Volunteer program
- Some experience in communications, e.g. social media, websites, photography etc.
- Good spoken and written English
- Good teamwork skills and interest to learn from others
- Understanding on the ethical issues in development communications
- Previous overseas experience and experience working cross culturally would be considered an asset
- Previous training and facilitating experience are an asset

We warmly welcome applicants from different backgrounds, such as people of different ages, different genders, people with disabilities, and people from other minority groups.

**Benefits and commitments:****Felm country office**

- Providing the tasks, materials and instructions for the Volunteer before volunteer period
- Felm will cover in-country expenses related to the volunteer task, such as work-related travel, sim-card and computer if necessary at work, etc.
- Advising the applicant with visa-procedures and providing Volunteer with visa invitation letter, and cover the costs if Volunteer needs extension of visa
- Providing a personal tutor and a draft program for the Volunteer period (incl. tutor discussions, starters session, mid-term discussion and evaluation session)
- Accommodation (furnished apartment or bedroom with shared kitchen and toilet)
- Introducing the Volunteer to Felm's partners work in the project areas

**Felm Helsinki office**

- Recruiting a suitable Felm Volunteer
- Providing the tasks, materials and instructions for the Volunteer
- Orientation session

- Feedback session
- Travel insurance
- Criminal records extract for volunteering if tasks include working with children
- Small reimbursement of expenses

**Felm Volunteer**

- Following the FELM Volunteer agreement and its guidelines
- Following the Code of Conduct and Safety Instructions of LWF and tutor's instructions in destination
- Purchasing his/her own travel tickets from Finland to the country of placement and visa
- Obtaining a health certificate before departure
- Taking care of all personal expenses and arrangements other than mentioned above (Volunteers are responsible for their own international airfare, first visa, baggage insurance, not work related travel, food, laundry and other personal expenses)
- Commitment to provide feedback
- Commitment to take part in parish visits after returning to Finland (organizing by Felm)

Lähde liikkeelle –course is a prerequisite for applying to Felm Volunteer tasks.

Full-time students attending the Felm Volunteer program are eligible for trainee status.