

Title / Duration / Visa	Partner / Location
<p><b>Felm Volunteer for Communications in Cambodia 2023</b></p> <p><b>4months, between January- May 2023</b></p> <p><b>Ordinary Visa (E-class visa)</b></p> <p><b>Felm tutor / Partner tutor:</b> <b>Sara Latvus / Several</b></p>	<p>The volunteer will work together with Felm’s Cambodian partners, International 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 country side.</p>

Objective and duties of Volunteer	Short description of the tasks
<p>Work together with Felm staff and Cambodian partners on communications through communication trainings and developing current communication channels.</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>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
- Strong work experience on NGO communications; including social media, websites, photography etc.
- Strong understanding on the ethical issues in development communications
- Strong spoken and written English
- Previous overseas experience and experience working cross culturally would be considered an asset
- Previous training and facilitating experience are an asset

**Benefits and commitments:** (please do not change or remove the text)**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.