

# CHILDFUND KIRIBATI

## JOB DESCRIPTION

### JOB TITLE

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Community Outreach Manager

Reports to ChildFund Kiribati Director of Programmes

### PURPOSE

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The Community Outreach Manager will organise and maintain all ChildFund Kiribati community outreach activities. They will coordinate efforts to develop and implement initiatives to ensure that communities are empowered for sustainable development and that they contribute to child and youth well being outcomes.

### DUTIES & RESPONSIBILITIES

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The Community Outreach Manager will be responsible for:

- Participating in planning and budgeting, preparation of work plans, implementation of planned activities and monitoring/reporting of progress.
- Defining and maintaining a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Facilitating and monitoring the implementation of planned activities and community level engagements.
- Mobilizing and facilitating the engagement of stakeholders during planning and development meetings, workshops and seminars.
- Identifying local level partners, supporting and facilitating the partnership in the implementation of planned activities.
- Supporting the collection and documentation of impact and success stories on monthly, quarterly, and annually.
- Updating ChildFund Kiribati household database as necessary.
- Mobilizing and facilitating active participation of children, youth, and their communities in planning, monitoring, implementation, and evaluation of community development initiatives.
- Building the capacity of children, families and community to collectively engage local leaders on identified issues.
- Preparing an annual budget for community outreach activities.
- Preparing accurate records and reports on the goals of any outreach activity.

### SKILLS, EXPERIENCE & EDUCATION

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#### Education

A qualification related to communication, social studies, or related fields.

#### Required

Preferred experience of 3-5 years within non-profit outreach activities.

Strong experience preparing reports.

Friendly, enthusiastic, and positive attitude.

Detail-orientated with the ability to manage multiple projects at a time.

Experience working a wide range of stakeholders and effectively coordinating between them.

Strong critical thinking skills, ability to problem solve, and resourcefulness.

Proven excellent communication, networking, presentation, public-speaking and interpersonal skills and English proficiency.

Demonstrated stewardship of resources and ability to hold others accountable.