

# ROLE PURPOSE: Global Communications Advisor



## Our Vision

We see a world in which no person is needlessly blind or vision impaired.



## Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

**At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.**

## How we value your contribution:

### Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### 13<sup>th</sup> month payment

As a permanent employee, you will receive a payment equivalent to one month's salary each year (pro-rata for those working part of the year).

### Leave

You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers') leave, maternity leave, paternity leave and compassionate leave.

### Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

### Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

### Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

### Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

### Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

### Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

### Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

### Health & safety

We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

## To work in the Foundation you will:

- Be eligible to work in the country where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.
- Be prepared to share evidence of full vaccination against COVID 19



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

## ROLE PURPOSE

**Role Title:** Global Communications Advisor

**Division:** Public Affairs

**Location:** East Asia region

**Date:** December 2022

**Employment type:** Full time

**Reports to:** Global Engagement Manager

**Number of direct reports:** None

**Leadership Band:** Leads self

The Global Communications Advisor is responsible for leading and coordinating media and external communication material across South East Asia in line with The Foundation's brand and advocacy position.

This role will be responsible for developing internal relationships across the countries within their region to develop and position story generation. This will include documenting case studies of the work of The Fred Hollows Foundation around blindness prevention, health promotion and eye health care within the region. Key areas of accountability include:

- **Grow the media profile across the region:** Develop a media strategy to support country offices to find key milestones and stories for their local media and write media releases.
- **Increase our profile regionally:** Look for other opportunities to promote The Foundation including seminars, events and activities in conjunction with country teams
- **Support income generation activities:** Look for significant case studies which can be used to support global fundraising campaigns. This includes identifying stories, collecting and managing logistics.
- **Maintain brand presence:** Ensure the correct use of The Foundation's brand and our partners' brands in all products and material used across the region.
- **Collect case studies:** Photograph and write case studies to support The Foundation's work across the region. Ensure all proper safeguarding processes are followed and support Country teams in their safeguarding and case study collection.
- **Increase education and awareness of eye health**

Other tasks as requested by your manager

### Our Capabilities:



#### As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

### Essential Experience:

- Minimum of 5 years' of experience in non-governmental organisations preferably working in an international context in similar position and/or a media organisation
- Extensive experience in high profile documentation, case story and other report writing skills
- Track record of working with local, regional and international media
- Ability to think creatively and present The Foundation's work in a strong visual manner through photography and video
- Excellent spoken and written English
- Experience working across cultures and/or within the development sector

### Skills:

- Excellent written and verbal communicator to deliver high quality communications materials for a diverse audience
- Ability to work independently, take initiative, set priorities and support programs
- Strong planning, organisational and problem-solving skills

### Desirable Experience:

- Photography and videography skills highly desirable

### Qualifications:

Strong preference for undergraduate qualifications in Communications, PR, Journalism or related disciplines

### The position involves:

This position is recognised as having "Contact with Children" either direct or indirect  
This position does involve "Working with Children" either direct or indirect.  
This position does involve working with beneficiaries, donors and/or partners

### Travel:

International and domestic as required

### Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.