

IDCN Volunteer Role Description

Role Name: Communications Team Leader

Responsibilities:

- Lead the Communications Team
- Define communication needs and strategy; ensure optimal delivery method in partnership with team and IDCN Leaders
- Coordinate group projects, assign ownership and track progress
- Attend monthly IDCN Leadership meetings and provide updates on group activities and needs
- Attend IDCN events and represent IDCN as needed
- Coordinate Communication Team meetings as needed
- Identify ongoing volunteer needs for the team and work closely with the Volunteer Manager to fill any open roles
- Train new team members to perform role responsibilities
- Ensure consistent IDCN branding throughout all communication
- Ensure smooth succession planning for Team Leader role by ensuring communication group is properly staffed. Ideally, seek successor from existing communication volunteers with track record of commitment and knowledge of group responsibilities
- Ensure updated content is posted on IDCN website, for their specific location
- Support corporate members to communicate IDCN internally when required
- Manage the relation with media / journalist at the local level

Key Competencies:

- Leadership and Coaching: Ability to coach and engage team members; 'lead by example'
- Project Management/Organization: Identify & assign roles, delegate tasks and ensure effective completion of projects; ability to manage multiple projects in parallel
- Communication: Staying in contact with Communications team members, other committee leaders; strong written & oral English skills
- Expertise: Prior knowledge of or experience in a Communications role or field; understanding of IDCN Communications Team and key projects through prior involvement in sub-Committee preferred
- Enthusiasm: Convey a positive attitude and encouragement to new team members, engaging them in their new role

Estimated Weekly Time: 5 to 10 hours per week

Role Length: 9-12 months