

Fauna & Flora

Saving Nature Together



National Communications Coordinator, FFI Indonesia Programme (ID115)

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Asia-Pacific Programme

Working closely with local partners, the Asia-Pacific Programme currently includes a broad range of species and landscape-targeted conservation initiatives in Vietnam, Indonesia, Cambodia and Myanmar, and has country programme offices in Phnom Penh, Jakarta, Hanoi and Yangon. Around 70 projects are being implemented in the region by a team of approximately 200 staff, consultants, volunteers and partner organisations with an annual regional budget of approximately USD 10 million.

FFI's Indonesia Programme

Fauna & Flora International (FFI) established a formal country programme in Indonesia in 1997 with a Memorandum of Understanding with the Ministry of Forestry. We have since built an extensive network of partners ranging from forest-edge communities and civil society organisations to government and private businesses.

FFI's innovative approach has catalysed change through several flagship programmes in Indonesia, including the community ranger initiative which has transformed former combatants, wildlife poachers and loggers, into champions of the environment. We are also pioneering sustainable financing mechanisms to support communities through our innovative approach.

The Opportunity

We are seeking a National Communications Coordinator to lead the development of communications guidelines for the Indonesia Programme, coordinate and source content and assist the team with conservation events and other communications activities. This is an exciting role, with the chance to use your skills to make a real difference to FFI as we strive to effectively communicate the solutions and challenges facing threatened species and habitats, and promote innovative conservation approach in Indonesia.

In return, FFI Indonesia offers an attractive range of benefits, as well as opportunities to learn and develop your career in an exciting and rewarding environment.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	One year with possibility of extension
Salary:	Negotiated based on experience
Location:	Jakarta
Benefits:	20 days leave per annum Time off in lieu (TOIL) Social Security Agency (BPJS) Religious Holiday Allowance/THR
Hours of Work:	Full-time working hours are Monday to Friday from 09.00 to 18.00, with a one-hour lunch break. These hours may be varied in agreement with the Line Manager.

Job Description

Job Title:	National Communications Coordinator
Reporting to:	General Affairs and Stakeholder Relations Manager
Key Relationships:	FFI Indonesia Programme Management team (i.e. site Programme/Project Managers, Managers) FFI Indonesia Programme Senior Management Team Country Director, FFI Indonesia Programme UK Communications Manager UK Communication Director

Purpose:

The National Communications Coordinator will deliver key communications support for the Indonesia programme, helping to develop communications guidelines, coordinate and source strategically focused, high-quality content, and support with in-country awareness-raising activities.

Specific Duties:

Develop communications guidelines

- Establish a strong relationship with the public relations and communication department of the government partner
- Develop communications guidelines for Fauna & Flora International's Indonesia programme in line with the government regulation
- Ensure the communications guidelines are used, maintained and implemented effectively by programme managers and the UK-based communications team

- With support from the Indonesia Senior Management team and Management team develop a country-level communications strategy, defining key objectives, target audiences and tactics

Coordinate, source and generate content

- Driven by the communications strategy and communications guidelines, source strong content from the field
- Respond to information coming from the field and help to refine this into strategically focused and powerful pieces of content
- Keep the Indonesia Senior Management team and Management team informed of emerging communications opportunities and provide additional information where requested
- Help to ensure communications outputs are up to date, factually correct and in alignment with the Indonesia programme's communications guidelines and strategy
- Organise and tag photo and video assets produced by the Indonesia team and share them with the UK communications team
- Where needed, identify spokespeople to feature in global communications activities
- Assist in translating communication materials from English to Bahasa Indonesia and vice versa
- Assist in coordinating film and photography shoots in collaboration with the UK communications team
- In collaboration with FFI's Media Relations Manager and the Country Director for FFI Indonesia, support with media activity, including:
 - creating and distributing media alerts, press releases and photographs
 - preparing and arranging interviews with media, both nationally and occasionally internationally
 - helping with reactive media requests
- Input into the design of communications elements of grant proposals and deliver communications requirements outlined in grant agreements

Support with conservation outreach and awareness-raising activities

- Support staff to develop communications materials for conservation events
- Develop and implement media strategies for important events
- Support with developing the communications section of project proposals, including reviewing the relevant part of the budget
- Build and maintain strong relationships with key stakeholders for successful awareness-raising in-country (this could include the media, the local and national government and decision-makers)

Other duties

- Act as a global brand champion and ensure the Fauna & Flora brand is consistently applied
- Flag any reputational risks to the Communications Director and the Indonesia Programme Country Director
- Where relevant to the post, occasionally conduct general administrative work
- Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in Bahasa Indonesia and English • Excellent proof-reading skills and attention to detail • Ability to work independently • Detail-orientated and good ability to multitask to meet multiple deadlines • Intuition for and understanding of what makes a good story • Proven ability to develop strong working relationships quickly 	<ul style="list-style-type: none"> • Strong understanding of the publication system in the Ministry of Environment and Forestry • An eye for design or graphic design experience
Knowledge and Experience	<ul style="list-style-type: none"> • Undergraduate degree in a relevant discipline • At least five years of work experience in a communications position • A solid understanding of strategic, objectives-led communications • A good understanding of best practices across a wide range of communications channels (both online and offline) • An understanding of graphic design processes, and experience working with designers to produce high-quality print materials 	<ul style="list-style-type: none"> • Experience developing communications strategies and plans • Experience working effectively with teams based remotely • A good understanding of conservation issues • Experience in the conservation and/or international NGO sector
Behavioural Qualities	<ul style="list-style-type: none"> • Trustworthy • Collaborative and cooperative • Open-minded • Culturally sensitive and adaptable • Impact-focused • Sincerity, patience • Flexible and responsive to the needs of the organization 	<ul style="list-style-type: none"> • Interest in indigenous cultures and customary resource management
Other	<ul style="list-style-type: none"> • Committed to FFI's mission and values • Committed to protecting wildlife and the natural environment • Willingness to travel where required 	

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to HRIndonesia@fauna-flora.org

Please mark your application ‘**National Communications Coordinator_ID115**’.

The closing date for applications is **19 October 2023**. Candidates selected for an interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact shortlisted candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Ester Rinandhita, HR Recruitment Administrator on Tel: 021-2276-4295 or Email: Ester.rinandhita@fauna-flora.org

FFI values diversity and is committed to equality of opportunity