

Learning and Communications Coordinator (Volunteer), Specialist Hub

About Rotary South Pacific

Rotary South Pacific is implementing an innovative pilot program which demonstrates a new governance structure for Rotary in our part of the world. The pilot is specific to our zone; responsive to what our members see as important and viable to revitalise Rotary in Australia, New Zealand and the Pacific Islands for the future.

About the Specialist Hub

One of Rotary South Pacific's key initiatives is the Specialist Hub, a website which connects members or clubs with Rotary specialists on various subjects. <https://specialisthub.rotarysouthpacific.org/>

About the role

The Specialist Hub is a wonderful tool for Rotarians right across the South Pacific. However, without a communications plan and rollout, it is ineffective. This role provides the conduit between Specialists and Rotarians.

Key Responsibilities

- Develop and manage a Specialist Hub communications plan
- Lead social media, email, newsletter and other campaigns
- Develop individual learning packs for Rotarians, Presidents and Club Boards, District Governors, and the Rotary South Pacific Board
- Roll out the learning pack to relevant L&D leaders and Community Leaders
- Manage branding and messaging for the Specialist Hub
- Work with RISPPPO teams for distribution and communication
- Work with RSP portfolio leads to deliver messaging

Expected Skills and experience

- High level of familiarity with Rotary organisational structure and how Rotary functions
- Good communication, organizational abilities and stakeholder management
- Basic MS Office skills, Teams and PowerPoint in particular
- L&D experience is preferred, however not essential

Expected time commitment

- It is expected that this role will initially take quite a bit of time in the first few months as communication with stakeholders is established and a learning pack is developed.
- This is expected to slow after the first three months but may vary throughout the year depending on learning requirements.
- Attendance at one monthly team meeting for approx. 1½ hr is required.
- Commitment is initially for one year.

Express your interest

If the description outlined above sounds like you, we'd love to hear from you.

Express your interest by emailing volunteers@rotarysouthpacific.org, and include relevant details about:

- Your Rotary Club
- Your skills and experience in this area.