TERMS OF REFERENCE

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Communications Enabler (Part Time)

Position Information

Position Title	Communications Enabler (Part Time)
Reports To	Co-Leads
PFF Level	Level 3, Foundational
Employment Type	Part - time (20 hour per week) and remote based in the Pacific
Diversity & Representation:	PFF is committed to building a team that reflects the breadth and diversity of the Pacific region. We recognise that diverse perspectives, cultures, languages, identities, lived experiences and geographic representation strengthen our ability to support feminist movements across the Pacific. As a Pacific regional organisation, we actively seek to broaden representation across the Pacific and encourage applications from qualified candidates living in Pacific Island countries and communities that are currently less represented within our team. Recruitment, selection and appointment decisions will be based on the skills, experience and capabilities required for the role, alongside PFF's commitment to diversity, equity and regional representation.
Works Closely With	Strategic Resource Mobilisation & Partnerships Enabler, Strategic Learning, Accountability & Impact Enabler, Strategic Grants & Accompaniment Enabler
Compensation and benefits:	Starting salary range USD 24,738 – USD 25,982 per annum (pro-rated at 0.5 FTE / 20 hours per week) with superannuation contribution and health & wellbeing coverage. As a part-time employee working 20 hours per week (0.5 FTE), the Communications Enabler will be entitled to leave and other employment benefits in accordance with PFF policies and applicable employment legislation. Leave entitlements will be provided on a pro-rata basis relative to a full-time employee. Communication, equipment and home office support will be provided in accordance with PFF policy, including access to approved equipment, digital systems and allowances required to undertake the role effectively.

About Pacific Feminist Fund

The Pacific Feminist Fund (PFF) is proudly Pacific, feminist and independent. PFF exists to secure resources and support the work of Pacific feminist movements and groups.

We do this through:

- Grantmaking and accompaniment that supports Pacific feminist movements.
- Cultivating Pacific feminist leadership, knowledge and practice.
- Influencing funding systems to increase the flow of flexible resources to Pacific feminist movements.

- Building learning, evidence and accountability that strengthen movements and drive change.

PFF believes that communication is not simply about sharing information. Communications is a strategic function that amplifies movement voices, shifts narratives, strengthens accountability, supports resource mobilisation and contributes to systems change across the Pacific.

Position Purpose

The Communications Enabler supports and coordinates PFF's communications function through the development of content, storytelling, digital communications and knowledge sharing. Working across all portfolios, the role helps communicate PFF's work, learning, impact and partnerships in ways that are engaging, accessible and aligned with Pacific feminist values.

The Communications Enabler is PFF's communications coordinator, storyteller and content developer who supports organisational visibility, learning, resource mobilisation and movement amplification across all portfolios. The role focuses on implementing, coordinating and delivering communications activities that support PFF's strategic priorities, rather than providing organisational communications leadership.

Strategic Outcomes

Success in this role contributes to:

- Consistent and values-driven communications across PFF.
- Increased visibility of Pacific feminist movements and partners.
- Effective communication of learning, impact and organisational priorities.
- Support effective donor and partner communications.
- Well-maintained digital communications platforms that reflect PFF's work and values.
- Accessible and compelling communications products.

Key Areas of Accountability

1. Content Development and Storytelling

Responsibilities include:

- Develop stories, articles, profiles and communications content for organisational audiences.
- Capture and share stories of movement leadership, accompaniment and learning.
- Support ethical and consent-based storytelling practices.
- Adapt complex information into accessible and engaging content.
- Support narrative development across organisational portfolios.

2. Learning and Impact Communications

Responsibilities include:

- Support the development of learning and knowledge products.
- Assist with publication of reports, briefs and learning resources.
- Translate evidence, data and insights into accessible communications materials.
- Support organisational accountability and impact communications.

3. Resource Mobilisation and Partner Communications

Responsibilities include:

- Support the preparation of donor-facing materials.
- Assist with presentations, factsheets and partnership collateral.
- Contribute communications inputs to proposals and fundraising initiatives.
- Support donor stewardship communications as required.

4. Movement and Grantmaking Communications

Responsibilities include:

- Share and amplify movement voices and experiences.
- Support communication of grants, opportunities and events.
- Develop grantee stories and movement features.
- Support communications for convenings and learning gatherings.

5. Digital Communications

Responsibilities include:

- Maintain website content and updates.
- Schedule and publish digital content.
- Manage content calendars and communications schedules.
- Monitor basic social media and website engagement metrics.
- Maintain communications assets and archives.

6. Communications Coordination and Systems

Responsibilities include:

- Maintain communication templates and resources.
- Support communication planning across teams.
- Ensure adherence to branding, safeguarding and consent requirements.
- Maintain communications records and archives.

Decision-Making Authority

The Communications Enabler is authorised to:

- Develop communications content and products.
- Manage day-to-day communications activities.
- Coordinate communications schedules and publication timelines.
- Maintain organisational communications platforms.
- Recommend communications approaches and improvements.

Strategic communications priorities, organisational positioning, public statements and reputation management decisions remain with the Co-Leads.

Key Relationships

Internal

- Co-Leads
- Strategic Resource Mobilisation & Partnerships Enabler
- Strategic Learning, Accountability & Impact Enabler
- Strategic Grants & Accompaniment Enabler
- Strategic Finance & Operations Enabler
- Programme staff
- Consultants and advisors

External

- Grantee partners
- Feminist movements and organisations
- Funders and partners

- Media organisations
- Content creators and designers
- Communications consultants
- Sector networks and allies

Essential Criteria

Experience

- 3-5 years' experience in communications, storytelling, media, advocacy, marketing or related fields.
- Demonstrated experience developing communications products and content for diverse audiences.
- Experience supporting organisational visibility through digital and communications activities.
- Experience creating content for multiple audiences and platforms.
- Experience working in social justice, feminist, civil society, development or movement-based organisations.

Technical Knowledge

- Strong written and verbal communication skills.
- Excellent storytelling and content development abilities.
- Experience with digital communications and social media platforms.
- Experience translating complex information into accessible formats.
- Understanding of branding, communications planning and content development.
- Experience with visual communications and publication development.

Core Capabilities

- Creativity and initiative.
- Strong relationship-building skills.
- Excellent organisational and coordination skills.
- Ability to manage multiple priorities and deadlines.
- Ability to work independently and collaboratively.
- Strong judgement and attention to detail.

Values Alignment

- Commitment to feminist principles and social justice.
- Understanding of Pacific contexts and realities.
- Commitment to ethical storytelling and movement accountability.
- Demonstrated ability to communicate with care, integrity and respect.
- Alignment with PFF's values and mission.

Regional Representation

- Current residence in a Pacific Island country; or
- Demonstrated deep and sustained engagement with Pacific communities, organisations and movements.

Desirable Criteria

- Working knowledge of one or more Pacific languages.
- Graphic design, photography or multimedia production experience.
- Experience in feminist communications or movement communications.
- Experience with communications in philanthropic or donor-funded environments.
- Experience facilitating storytelling and participatory communications processes.

- Knowledge of digital analytics and online engagement tools.

Role Expectations

The Communications Enabler is expected to:

- Produce high-quality communications products and content.
- Amplify movement voices ethically and responsibly.
- Support organisational visibility and storytelling.
- Work collaboratively across portfolios and teams.
- Contribute to accountability, transparency and learning.
- Demonstrate initiative, reliability and attention to detail.
- Model PFF's values of trust, kindness, integrity, courage, accountability and collective learning.

HOW TO APPLY

1. Submit your 2-page cover letter which states clearly how you match the Essential and Desirable Criteria; indicate your current country of residence and any Pacific countries in which you have significant lived, professional, or community experience

2. Attach a resume which includes all professional experience and provide the names and contact information for 2 referees: a past or current supervisor and a colleague in partnering organisation

Due Date: 5.00pm UTC +12, on Friday 20 November 2026

Email your application to applications@pacfemfund.org