



Operations & Communications Lead

- **Location:** Papua (preferred). Other locations may be considered.
- **Reporting to:** Director (based in UK)
- **Hours & contract:** Part-time role (approx. 3 days/week). Contract and benefits package to be confirmed; expected to include appropriate insurance, travel budget, training, and equipment support.

Papua Partners is an international NGO that was founded in 2006 to build the capacity and resilience of Indigenous Papuans to respond to the increasingly complex social, political and environmental situation in West Papua. We work in solidarity and partnership with a network of local Indigenous groups, churches and civil society partners to build peace and deliver environmental justice in the region, and to bring sustained, transformational change to the lives and livelihoods of Indigenous West Papuans. By 2030, we aim to have impacted the lives of over 100,000 people, and to be partnering with organisations influencing 8 regions across West Papua.

This is a new role for Papua Partners, created to strengthen and grow our Papuan-based team based team in West Papua as part of our commitment to a decolonisation. The successful candidate will work closely with our Papuan colleagues and Indigenous partner organisations, supporting community priorities, respectful representation, and shared learning. They will also provide practical coordination and operational support to our Director based in the UK, helping ensure our systems and communications serve local leadership and accountability rather than drive it.

Role purpose

The Operations & Communications Lead works closely with the Director and Papuan team to strengthen Papua Partners' effectiveness by:

- Coordinating high-quality reporting, communications, and storytelling that reflect partner and community priorities.
- Supporting partner-led advocacy by helping gather and synthesise evidence, stories, and key messages to inform briefings, donor engagement, and external communications.
- Supporting strong, trust-based relationships with partners, donors, and stakeholders.

- Ensuring robust administration, records, and compliance systems to meet governance and donor requirements.
- Providing operational, financial tracking, and practical support to the Director.

This is a relationship-building role requiring excellent written English and strong organisational skills, with a commitment to partner-led, trauma-informed, culturally respectful ways of working.

Key responsibilities

1) Documentation, learning & reporting

- Prepare high-quality narrative and analytical reports for donors, funders and supporters using inputs from partners and other stakeholders.
- Collate, organise, and synthesise programme information and evidence (including qualitative stories and quantitative data where available) to support reporting and learning.
- Maintain orderly files and reporting systems so key documents can be easily found and used.

2) Communications & storytelling

- Develop clear, engaging written content for communications, awareness raising, training and advocacy activities, including:
 - Briefings and updates
 - Web content
 - Social media content
 - Materials for partners and supporters
- Support consistent messaging that reflects Papua Partners' values and approach (partner-led, justice-focused, and respectful representation).

3) Partner & stakeholder relationships

- Develop new and maintain existing effective working relationships with partners, donors, and key stakeholders to support collaboration, information sharing, and joint working.
- Support partner coordination and follow-up to ensure actions are completed and information is shared in a timely way.

4) Organisational administration, compliance & accountability

- Support effective organisational administration, due diligence, and compliance with governance standards and donor requirements.
- Maintain accurate databases, records, and systems relating to organisational governance, partners, programmes, and reporting.
- Support tracking and coordination of Director priorities (including schedules, follow-ups, and action tracking as agreed).

5) Financial monitoring support

- Support budget and financial monitoring by tracking expenditure, liaising with partners and colleagues, and contributing to financial reporting as required.
- Help ensure supporting documentation is collected and organised for reporting and audit purposes.

6) Advocacy & representation

- Represent the organisation at partner meetings, networks, and forums as agreed, contributing to shared advocacy objectives.
- Support advocacy work by collating data and documentation from partners and communities to inform briefings and external engagement.

7) Training & capacity support

- Support the Director with additional tasks, including assisting with partner training related to:
 - Organisational development
 - Safeguarding
 - Monitoring, evaluation and learning (MEL)
 - Other technical topics as appropriate#

This job description is a starting point and we would look to shape the role with the post holder in the best interests of the charity as it develops and grows.

Person specification

Essential

- Excellent written and spoken English, with ability to produce clear, compelling reports and communications.
- Excellent written and spoken Indonesian to extract operational information for translation into English
- Strong organisational and administrative skills; able to manage multiple workstreams and deadlines.
- Experience supporting advocacy initiatives (evidence gathering, briefings, stakeholder engagement).
- Experience building and maintaining professional relationships with diverse stakeholders.
- Confidence in working with partners to gather information and produce accurate documentation.
- Good judgement, discretion, and integrity, including handling sensitive information appropriately.

- Strong alignment with Papua Partners' mission to support peace and justice for Indigenous Peoples of West Papua
- At least two years experience working in a communications or programme management role

Desirable

- Based in Papua, or from West Papua with strong local networks and cultural understanding.
- Experience in NGO/CSO programme support, reporting, compliance, or operations.
- Familiarity with donor reporting requirements and good practice in governance/compliance.
- Experience with digital content and social media management.
- Experience in working with Papuan civil society organisations or community groups.
- Experience on or more of the following: peacebuilding, conflict transformation, community led development and gender based violence prevention programmes

How to apply

Please submit your application via this [form](#) by **Friday 9th October 2026**. For any questions in relation to this application please contact info@papuapartners.org.

Following the closing date applications will be shortlisted according to the role specification. If successful candidates will be invited to an online interview which will be conducted in English. Following interviews applicants will be required to submit two references.

Equality, Diversity & Inclusion

Papua Partners is proud to commit to creating and celebrating a diverse and inclusive team to deliver the best quality programmes we can. We are welcoming and inclusive and provide a family friendly and flexible environment.