

Communications Specialist

PURPOSE OF THE POSITION

As the Communications Specialist you will be responsible for developing and implementing public communications activities which support ChildFund Australia's Global Communications Strategy. You will be responsible for developing engaging, informative and newsworthy content, in written and visual formats, that resonate with ChildFund audiences across a variety of online and offline channels.

KEY DUTIES

- Content management – Deadline driven and highly organised, you ensure that multiple activities are delivered on time and to a high standard. You work collaboratively, seeking out a range of organisational voices and authors, and are committed to producing work that is ethical, authentic, and informative.
- Marketing communications – You use language and visual content to create communications which engage and motivate your audiences. You have a plain English, reader-friendly writing style which enables you to translate complex information and employ a range of visual tools to ensure your message is impactful.
- Reports & publications – You know your masthead from your standfirst, and your research and writing skills ensure you develop subject matter expertise. You are comfortable editing the work of technical specialists and can commission and work with third parties – including writers, designers, and printers.
- Digital & visual media – You are a digital savvy communicator and can create content that generates engagement. From infographics and videos, to memes and online reports, you can design communication assets for on and offline channels using the latest technology to make your message stand out in a crowd.

QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in a relevant discipline
- Minimum of 5 years' experience in senior communications roles
- Understanding of the international development sector, with a strong interest in current affairs, child rights and human rights issues
- Track record as a journalist or writer, with skills in research and interviewing
- Experience in developing public-facing content across on and offline channels
- In-depth understanding of the Australian media landscape, with experience in public relations
- Experience as a leader in building strong teams, in person and remotely

DESIRABLE

- Tertiary qualifications in International Development, and/or experience working for an international development or child-rights focused organisation

Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.

SKILLS

Outstanding written communication skills
Highly organised with strong attention to detail
Well-developed interpersonal skills, including the ability to build relationships internally and externally.
High computer literacy, with experience in graphic design, video editing, and digital publishing
Effective under pressure, results-oriented and proactive
Flexible and a change champion

CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Public Engagement

Location: ChildFund Australia, L9, 162 Goulburn St, Surry Hills NSW 2010

Employment: Full-time, 2 years contract, with option to extend upon mutual agreement

Reports to: Head of Communication

Other Information: Must have working rights in Australia.

Please apply at: <https://www.childfund.org.au/work-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa, and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

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OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Australia
you will be
contributing to every
child being able to
play, learn, and grow.**