

# Head of Public Affairs

## PURPOSE OF THE POSITION

As the Head of Public Affairs, you will build ChildFund Australia's voice, reputation, and brand identity. By supporting the implementation of the organisation's advocacy strategy, and ensuring consistent public messaging, you will identify opportunities to position ChildFund as a leading expert in child-focused international development programming. You will also generate trust and confidence in the organisation and drive sustainable change in public policy to support our vision, mission, and purpose.

### KEY DUTIES

- Manage and drive targeted and strategic communications which strengthen ChildFund's reputation and ensure a consistent voice and identity throughout the organisation.
- Support the development and implementation of ChildFund's advocacy strategy, and of joint advocacy strategies with partners, and sector networks.
- Develop strategic relationships with key actors to achieve our policy goals, including sector bodies, INGOs, governments and institutions within the international development sector.
- Develop and implement a media outreach strategy, facilitate interviews, draft executive level speeches, provide talking points, and build the capacity of key internal spokespeople.
- Coordinate the production of a diverse range of public communication products on key advocacy issues, including specialist reports, content for social media campaigns, and submissions to government enquiries.
- Manage crisis communication and support the Executive Team as needed.
- Support the advocacy team with timely development of internal communication assets, including position papers, policy briefings, presentations, and other advocacy materials.
- Identify key opportunities in the short and long-term in which ChildFund can amplify its media and public positioning efforts and influence policy.
- Provide media-training for technical staff and the executive management team to develop a pool of media talent.
- Provide support as required to the Alliance Global Online Safety Campaign.

### QUALIFICATIONS & EXPERIENCE

- University degree in relevant field (e.g., communications, public affairs, media, marketing) with experience in human rights, social policy and/or international development.
- Sound experience in communications, public engagement and advocacy with demonstrable effective skills in policy analysis, and working with national, regional, and global dimensions.
- Demonstrable experience working across media platforms and in multi-stakeholder processes.
- Track record in the development of written communications, including digital content, specialist reports and press releases.
- Strong understanding of political affairs and international institutional dynamics in countries where ChildFund Australia operates.
- Solid understanding of ways of influencing in international fora.
- Experience in communication and media training.
- Excellent command of written and spoken English.

### DESIRABLE

- Experience working in an international environment or with a focus on international issues.

*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

- Strong stakeholder manager with experience working with people from different backgrounds and cultures
- Strong team player supporting others to achieve their and the organisation's goals
- Highly organised, able to manage multiple projects with strong attention to detail
- Effective under pressure, results-oriented and proactive
- Strong presenter and communicator
- Flexible and a change champion

### CHILDFUND AUSTRALIA'S VALUES

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

**Department:** Fundraising

**Location:** ChildFund Australia, L8, 162 Goulburn St, Surry Hills NSW 2010

**Employment:** Full-time, Initial two-year employment agreement, with option to extend upon mutual agreement

**Reports to:** Fundraising Director

**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. If the position allows, employees can choose to work up to 2 days from home per week.

### 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.

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

**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 our programs which protect, educate, and empower children and young people.