

Senior Communications Specialist

As the Senior Communications Specialist, you will be responsible for developing and implementing public communications activities that support ChildFund Australia's communications strategy. You will develop engaging, informative, and newsworthy content that resonates with ChildFund audiences, for both written and visual channels, and across a variety of online and offline channels.

Key Duties

- Manage content, ensure projects are delivered on time and to a high standard, and collaborate with others to create work that is ethical, authentic, informative, and elevates children's voices
- Develop written and visual communications that engage and motivate ChildFund audiences
- Create marketing communications in a plain English, reader-friendly style, and simplify complex information to ensure ChildFund's communications are impactful
- Create digital communications that generate engagement and ensure ChildFund's message stands out, including infographics and videos
- Research, write and edit reports, publications and other forms of content that are factual and reliable
- Edit technical work and commission third parties when required (including writers, designers and printers)
- Ensure all communications comply with relevant brand guidelines, organisational policies, and sector standards
- Ensure you are a trusted source of advice to senior staff on both internal and public-facing communications

At ChildFund Australia, all staff must remain alert and responsive to any child safeguarding or sexual exploitation, abuse, or harassment (SEAH) risks. Staff will acquire the knowledge and skills needed to understand our Child Safeguarding and PSEAH policies & procedures, promote strong safeguarding practices, and conduct themselves consistent with these policies.

Qualifications & Experience

- Tertiary qualifications in a relevant discipline (e.g., Communications)
- Minimum of 5 years' experience in communications roles
- Experience as a journalist or writer, with well-developed skills in research, interviewing, and creating content for a wide variety of audiences
- Experience developing public-facing content across online and offline channels
- Understanding of the international development sector, with a strong interest in child rights, human rights issues, and current affairs
- Extensive experience in graphic design, video editing, and digital publishing
- Understanding of the Australian not-for-profit landscape, and associated communications compliance requirements

Desirable

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

Skills & Qualities

- Exceptional interpersonal and relationship-building abilities
- Passionate about writing, editing and research, and other aspects of successful communications
- Strong leadership qualities, especially when supporting diverse teams operating in an international context
- Highly organised, attentive to detail, and effective under pressure
- Proactive, results-oriented, enthusiastic, and responsive to change

Childfund Australia's Values

Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: Fundraising, Communications
Location: ChildFund Australia, Level 8, 162 Goulburn Street, Surry Hills NSW 2010
Employment: Full-time
Reports to: Head of Public Affairs
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

We provide a remuneration package that is attractive and fair; our remuneration framework ensures that we are aligned with 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

ChildFund Australia is supportive of flexible working arrangements; we encourage a culture of flexibility and encourage conversation between yourself and your manager about maintaining work-life balance. If the role allows, employees can choose to work up to two days from home per week.

Salary Packaging

As a not-for-profit organisation, our employees are eligible for salary packaging. The Australian Taxation Office (ATO) allows us to reimburse you for some of 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.