

## Job Description

<b>Job title</b>	Communication Officer
<b>Reporting to</b>	Manager – Communications and Engagement
<b>Classification level</b>	RA 3
<b>Salary Range</b>	\$50 - \$70,000 per annum plus superannuation
<b>Term</b>	Full-time fixed contract will potential for extension
<b>Location</b>	Sydney or Canberra

### ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

### ROLE

The Communications Officer provides high-level support for the activities of the Communications and Engagement team and contributes to the daily work of the Unit. The position will work closely and cooperatively with all areas of Reconciliation Australia under the direct supervision of the Manager, Communications and Engagement.

### DUTIES

Stakeholder engagement and communications	<ul style="list-style-type: none"> <li>• Contribute to website content development and management</li> <li>• Contribute to Reconciliation Australia’s social media content. This contribution could include stories, posts, video, image and other digital content and visual/video collateral for website, newsletters, social media, reports, media releases, etc</li> <li>• Produce this content as directed and/or as strategically required, to deadline.</li> <li>• Actively engage networks to promote stories and events relevant to Reconciliation Australia, including occasional liaison with local and national media.</li> <li>• Contribute to communications strategies</li> <li>• Efficiently and accurately respond to, or direct email and phone enquiries from stakeholders, media and the wider public.</li> </ul>
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<b>DUTIES</b>	
Events and campaigns	<ul style="list-style-type: none"> <li>• Contribute to RA events management and delivery as required, including media and stakeholder engagement events</li> <li>• Assist in the development and organisation of campaigns for events, displays and launches such as National Reconciliation Week and other RA events.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other tasks and communications roles related to the promotion of reconciliation as directed by the Manager, Communications and Engagement and the CEO.</li> </ul>

<b>SELECTION CRITERIA</b>
<p><b>Required:</b></p> <ol style="list-style-type: none"> <li>1. A demonstrated understanding of Aboriginal and Torres Strait Islander peoples, their culture and issues affecting them.</li> <li>2. Hold or display relevant training and understanding of applying image, video and general digital content production skills as part of an organisational communications team.</li> <li>3. Demonstrated applied experience with Adobe Creative Suite and/or other design / production software.</li> <li>4. Demonstrated experience with website content management platforms including WordPress.</li> <li>5. Understanding of principles of online content management including accessibility and useability principles.</li> <li>6. Strong written communication skills with the ability to communicate effectively and accurately to a broad range of audiences using a variety of media.</li> <li>7. Some experience in establishing networks and engaging with media and journalists.</li> <li>8. Demonstrated ability to work independently and as part of a team, portraying organisational and time management skills with attention to detail.</li> </ol>
<p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Qualifications in communication, administration, marketing or a relevant discipline and/or a minimum 12 months experience in a related role.</li> <li>2. A demonstrated commitment and willingness to learn about reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.</li> </ol>

**Reconciliation Australia – Application Cover Sheet**

Position Details	
<b>Position Title</b>	Communications Officer
<b>Classification</b>	RA 3
<b>Reporting to</b>	Manager, Communications and Engagement
<b>Salary</b>	\$50 - \$70,000 per annum plus superannuation

Personal Details		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other: Please Specify		
Surname:		Given Names:
Email:		
Postal Address:		
Suburb:	State:	Postcode:
Telephone:		Mobile:
<p><b><u>To work for Reconciliation Australia, you must be an Australian Citizen or Applicants for this position must have valid working rights for Australia</u></b></p>		
Do you wish to identify as being an Aboriginal and/or Torres Strait Islander person?		
Do you wish to identify as a person from a culturally and linguistically diverse background?		
Do you wish to identify as a person having a disability?		
If you have a disability, please specify any adjustments you require should you be successful for interview.		
What is your preferred location? <input type="checkbox"/> Sydney <input type="checkbox"/> Canberra		

<p><b><u>Referee 1:</u></b></p> <p>Name:</p> <p>Title:</p> <p>Working Relationship:</p> <p>Length of Relationship:</p> <p><b><u>Contact Details:</u></b></p> <p>Phone:</p> <p>Email:</p>	<p><b><u>Referee 2:</u></b></p> <p>Name:</p> <p>Title:</p> <p>Working Relationship:</p> <p>Length of Relationship:</p> <p><b><u>Contact Details:</u></b></p> <p>Phone:</p> <p>Email:</p>
<p>How did you hear about this vacancy?</p>	