

POSITION DESCRIPTION

Job title:	Communications Officer
Reporting to:	General Manager, Communications and Engagement
Classification level:	RA Level 3
Salary Range:	\$72,000 – \$78,000 per annum (includes leave loading) plus superannuation
Term:	Full-time fixed term until 30 June 2023
Location:	Sydney or Canberra
Reviewed:	March 2022

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 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 General Manager, Communications and Engagement.

DUTIES

Stakeholder engagement and communications	<ul style="list-style-type: none"> Produce digital, video and image content as directed and/or as strategically required, to deadline, for RA channels such as website, social media, EDM, reports and media releases. Contribute to website content development and management. Efficiently and accurately respond to, or direct email and phone enquiries from stakeholders, media and the wider public.
Events and campaigns	<ul style="list-style-type: none"> Contribute to RA events management and delivery as required, including media and stakeholder engagement events. Assist in the development and organisation of campaigns for events, displays and launches such as National Reconciliation Week and other RA events.
Other	<ul style="list-style-type: none"> Undertake other tasks and communications roles related to the promotion of reconciliation as directed by the General

DUTIES	
	Manager, Communications and Engagement and the CEO.

SELECTION CRITERIA	
Essential: <ol style="list-style-type: none">1. A demonstrated understanding of Aboriginal and Torres Strait Islander peoples, cultures and issues.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.3. Demonstrated applied experience with Adobe Creative Suite and/or other design / production software.4. Demonstrated experience with website content management platforms including WordPress.5. Understanding of principles of online content management including accessibility and useability principles.6. Strong written communication skills with the ability to communicate effectively and accurately to a broad range of audiences.7. Demonstrated ability to work independently and as part of a team, portraying organisational and time management skills with attention to detail.8. A demonstrated commitment and willingness to learn about reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians. Desirable: <ol style="list-style-type: none">9. Qualifications in communication, administration, marketing or a relevant discipline and/or a minimum 12 months experience in a related role.	