

POSITION DESCRIPTION

Job title	Communications Manager
Reporting to	General Manager – Communications and Engagement
Classification level	RA 5
Salary range	\$115,000 - \$120,000 plus super (inclusive of 17.5% leave loading)
Term	Full-time contract
Location	Sydney preferably

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

This position both manages and contributes to Reconciliation Australia's communications and engagement work. The successful applicant will work across all areas of the organisation as well as with external stakeholders to manage and produce strategic content including publications, web content, speeches, and a range of other needs as they arise. The position will manage up to two positions in the team and work closely with the General Manager, Communications and Engagement in general team management and leadership.

DUTIES

Communications and media	• Manage the writing and development of content for Reconciliation Australia's communications output including publications, web content, speeches, media releases, briefs, and op-eds • Contribute to development of key messaging and strategic communications plans • Liaise with and manage freelancers and contractors • Provide reporting and analysis as requested or needed. • Ensure that all published content meets Reconciliation Australia's standard and brand, governance and policy guidelines.
Stakeholder management	• Develop and maintain effective relationships with key stakeholders including Aboriginal and Torres Strait Islander people and organisations • Work collaboratively with other areas of Reconciliation Australia to develop communications material to promote Reconciliation Australia
	• In a fast-paced and demanding environment, promote a sound and supportive culture among team members.

DUTIES

Leadership	• Provide leadership and mentoring to staff and manage direct reports as required. • Engage and manage relationships with high profile Indigenous leaders and stakeholders, and Aboriginal and Torres Strait Islander community organisation as relevant to this area of work.
Events and campaigns	• 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	• Undertake other tasks and communications roles related to the promotion of reconciliation as directed by the General Manager, Communications and Engagement and the CEO.

SELECTION CRITERIA**Required:**

1. A demonstrated understanding of Aboriginal and Torres Strait Islander peoples, cultures and issues.
2. Demonstrated high-level written communication skills with the ability to communicate effectively and accurately to a broad range of audiences using a variety of media.
3. Demonstrated experience in producing complex content for an organisation for use across various communications products including web and publications.
4. Demonstrated ability to work independently and as part of a team, displaying organisational and time management skills with high attention to detail.
5. Strong stakeholder management and liaison ability including strategic communications skills
6. Ability to prioritise work and meet regular deadlines in a high performing, not-for-profit environment.
7. Management experience in busy teams.
8. Ability to work co-operatively in a team environment and collaboratively with other units at Reconciliation Australia.

Desirable:

1. An appreciation for the goals, or a willingness to learn more of reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
2. Degree in Communication and/or up to five years' work experience in an organization in the field.