



SNAICC
 National Voice for our Children
 Aboriginal and Torres Strait Islander Corporation
 Suite 8, First Floor,
 252-260 St Georges Road
 North Fitzroy VIC 3068

Position Description

Job Title:	SNAICC Communications Officer
Reporting To:	Communications Team Leader
Terms and Conditions:	<ul style="list-style-type: none"> • Part-time, 12-month contract position (0.8 EFT) based at the SNAICC office, Melbourne • Salary range \$72,000-80,000 (pro-rata), depending on experience, plus 9.5% superannuation • SNAICC also offers Salary Packaging (\$15,900 tax free salary component and additional meals, entertainment, accommodation and venue hire) • All SNAICC positions are subject to funding • All SNAICC staff are subject to initial six-month probationary period • Other terms and conditions are in line with the Modern Award and SNAICC's internal policies

Overview of role

The SNAICC Communications Team is responsible for delivering communications and marketing strategies that drive sector engagement, organisational membership, and branding and awareness outcomes to advance the needs, rights and aspirations of Aboriginal and Torres Strait Islander children and their families.

The SNAICC Communications Officer is responsible for the implementation of SNAICC's communications and media strategy as a part of the Communications Team, which includes design, development and coordination of publications, eBulletins, website, media and social media content. The SNAICC Communications Officer will ensure high-quality, accessible and relevant information and materials are provided to SNAICC membership and key stakeholders, and collaborate with them to build a strong national voice.

Additionally, the position provides an opportunity to engage with all SNAICC staff working across a range of disciplines including policy and research, sector development, communications and cultural safety.

The SNAICC Communications Officer will showcase the success stories of our members and promote all of the positive outcomes Aboriginal and Torres Strait Islander children achieve when they're connected to culture and community. Speaking to various audiences through multiple channels, this role will present SNAICC's understanding and approach to the issues faced by Aboriginal and Torres Strait Islander children across the country.

SNAICC strongly encourages Aboriginal and Torres Strait Islander people to apply.

SNAICC – National Voice for our Children is an Aboriginal and Torres Strait Islander-controlled organisation, and is actively working towards a substantially Aboriginal and Torres Strait Islander workforce.

Organisational Context	<p>Formally established in 1981, <i>SNAICC – National Voice for our Children</i> is the national non-government peak body in Australia for Aboriginal and Torres Strait Islander children. SNAICC works for the fulfilment of the rights of our children, in particular to ensure their safety, development and wellbeing. SNAICC provides a strong voice that promotes the rights, needs and aspirations of Aboriginal and Torres Strait Islander children.</p> <p>SNAICC is governed by a Board of Directors of Aboriginal and Torres Strait Islander leaders from the child safety, development and wellbeing sectors.</p> <p>SNAICC provides key roles on behalf of Aboriginal and Torres Strait Islander children and their families including:</p> <ul style="list-style-type: none"> • Research and policy development, with high-level leadership, policy papers and sector representation • Sector development including training and resource design, and development and delivery of training across topics such as early childhood development, family violence, partnerships, family support, trauma and cultural competency
Reporting Relationships	<p>The Communications Officer is supported by the Communications Team and will report to the Communications Team Leader.</p> <p>The Communications Officer will also be learning from and supported by a strong team of communication professionals and, more broadly, an experienced team of practitioners from the Aboriginal and Torres Strait Islander sector.</p>
SNAICC Funding	<ul style="list-style-type: none"> • SNAICC is primarily government funded. • SNAICC also receives income from non-government philanthropic and partner organisations for different projects.
Organisation Operations	<ul style="list-style-type: none"> • The nature of SNAICC is team-oriented and all staff are expected to take a collaborative approach to assist with performing major tasks. • SNAICC staff members must also take specific responsibility for their work priorities to ensure tasks are completed. • Building cooperation between staff and the SNAICC Board of Directors is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development.

<p>Key Duties</p>	<ul style="list-style-type: none"> • Informing and implementing the SNAICC communications strategic plan, assisting with tasks including Aboriginal and Torres Strait Islander Children’s Day (SNAICC’s annual flagship event), the Family Matters campaign, and the biennial SNAICC National Conference • Drafting content for, coordinating and implementing SNAICC communication tools, including website, monthly eBulletins, member alerts, fact sheets, media releases, social media, media kits and brochures • Drafting and coordinating content for other SNAICC publications, including annual report, and reviewing policy papers and other reports. • Maintaining SNAICC website, including links, content, news and events calendars and community news items • Support SNAICC’s advocacy efforts, lobbying, campaigns and events • Maintain/update media and subscriber contacts and image databases • Supporting implementation of the SNAICC membership strategy, including: engaging with members; showcasing innovation and outcomes by members; conducting surveys with members; and targeting resources and publications to SNAICC membership groups • Promoting SNAICC resources • Other duties consistent with the above <p>Common duties shared with other SNAICC staff</p> <ul style="list-style-type: none"> • Contribute to SNAICC internal planning processes including staff meetings, review of SNAICC strategic and operational plans and review of SNAICC priorities and functions. • Assist in the evaluation of projects, activities and functions of SNAICC. • Arrange for the distribution and promotion of training materials where applicable.
<p>KEY SELECTION CRITERIA</p> <ol style="list-style-type: none"> 1. Broad knowledge and a solid understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families. 2. Excellent communication skills including experience engaging with diverse audiences, in particular young Aboriginal and Torres Strait Islander peoples. 3. A demonstrated ability to produce high-quality written and multimedia content for distribution within tight time frames. 4. Capacity to contribute to the development of a successful communications and marketing strategy. 5. Knowledge of communication tools and techniques including written, web, social media and other mediums (WordPress skills highly regarded). 6. Exceptional time management skills with the demonstrated ability to manage multiple projects simultaneously. 7. Demonstrated ability to work collaboratively in a team environment with an enthusiastic can-do attitude 8. Relevant qualifications in communications, marketing or other relevant area. 	

FURTHER INFORMATION

Applications are required by **11.00 p.m. AEDT on Sunday, 21 October 2018**

Applications should include:

- A cover letter outlining why you are applying for the position
- A resume with your skills, experience and qualifications, relevant to the SNAICC Communications Officer role
- Written responses of how you meet each of the selection criteria, including short examples demonstrating your proficiency for each criteria
- Names and contact details for two or more recent referees

All applicants will be notified of the progress or outcome of their application. The successful applicant will be required to have or obtain a current Working with Children Check and a National Police Check. Please email applications to: katherine.hinton@snaicc.org.au

For general information about SNAICC, visit the SNAICC website. For specific questions about the role please contact Daniel Kovacevic, Communications Coordinator on 03 9489 8099. All other queries can be directed to katherine.hinton@snaicc.org.au