



SNAICC
 National Voice for our Children
 Aboriginal and Torres Strait Islander Corporation
 Melbourne Polytechnic
 Level 7, 20 Otter Street
 Collingwood VIC 3066

Position Description

Job Title:	SNAICC Family Matters Campaign Manager
Reporting To:	SNAICC CEO
Terms and Conditions:	<ul style="list-style-type: none"> • 0.8 FTE position based at the SNAICC office, Collingwood, Melbourne • Salary range \$95,000 – \$100,000 (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) • As with all SNAICC staff, the position is subject to funding

Overview of role	
<p>Family Matters – Strong communities. Strong culture. Stronger children. is Australia’s national campaign to ensure Aboriginal and Torres Strait Islander children and young people grow up safe and cared for in family, community and culture. Through this campaign, we aim to eliminate the over-representation of Aboriginal and Torres Strait Islander children in out-of-home care within a generation (2040).</p> <p>Family Matters is led by SNAICC – National Voice for our Children, with a leadership group of eminent Aboriginal and Torres Strait Islander leaders from around the country. It is supported by a strategic alliance of more than 150 Aboriginal and Torres Strait Islander and non-Indigenous organisations. The Family Matters election brief and website provide some more information on the campaign.</p> <p>The Family Matters Campaign Manager will lead strategy development and coordination of the campaign’s activities. It will work closely with the Aboriginal and Torres Strait Islander leadership group, SNAICC staff, campaign members and other key stakeholders on high quality implementation of key activities, including the annual Family Matters Report and the annual National Week of Action. The role covers diverse areas of policy development, strategy development, communications, media, government engagement, stakeholder mobilisation and facilitation.</p> <p>Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.</p>	
Organisational Context	<p>Formally established in 1981, SNAICC – National Voice for our Children 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 well-being. 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 early years, 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 • training and resource design, development and delivery including topics such as early childhood development, family violence, partnerships, family support, trauma and cultural competency • resource development, communications and publications • support for sector development, membership and networking.
Reporting Relationships	<ul style="list-style-type: none"> • The SNAICC Family Matters Campaign Manager reports to the CEO.
SNAICC Funding	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.
Key Duties	<p>Major Duties</p> <ol style="list-style-type: none"> 1. Provide Secretariat support to all national campaign activities, including coordination of regular meetings of the Aboriginal and Torres Strait Islander leadership group, Priority Working Groups and the Strategic Alliance. 2. Prepare and coordinate the preparation of submissions, briefs, policy statements and promotional materials on behalf of the Family Matters Campaign. 3. Plan and coordinate awareness raising activities that relate to the National Family Matters Campaign, including leading work related to the National Week of Action. 4. Lead, with the SNAICC Communications staff, the development, implementation, and monitoring of campaign communications, media, membership, digital and marketing strategies. 5. Work with Family Matters members and supporters to ensure they are informed of and engaged with key Campaign activities and developments. 6. Support the drafting of the annual Family Matters report and coordinate its launch. 7. Work with the SNAICC CEO and Family Matters Co-Chairs to establish and maintain strong alliances and relationships with key stakeholders. 8. Support the Family Matters Co-Chairs, Ambassadors and others who may act on behalf of or represent the Campaign at public events and conferences, including through preparation of briefs. 9. Lead strategy development, project planning and reporting. 10. Lead implementation of Family Matters projects/activities, including in 2019 the national audit tool to guide reflection on implementation of the Family Matters Statement of Commitment. 11. Regularly liaise with Jurisdictional Working Groups to provide them with Secretariat support and to ensure consistency in messaging and support for

	<p>national-led strategies.</p> <p>12. Manage any campaign staff and interns to optimise performance, maintaining a positive culture and a consistent style and quality of work.</p> <p>13. Manage the campaign budget and seek funding for the campaign.</p> <p>14. Write reports, articles, stories, newsletter items and presentations the Family Matters campaign for broad circulation, including the SNAICC and Family Matters websites, SNAICC newsletter, relevant conferences, forums, funders, and meetings with senior government officials.</p> <p>15. Prepare and submit acquittal reports for funding bodies as required.</p> <p>16. Other activities as required by the Campaign and SNAICC.</p> <p>Common duties shared with other SNAICC staff</p> <p>17. Contribute to SNAICC internal planning processes including staff meetings, staff training and development activities and SNAICC policy development.</p> <p>18. Contribute to the planning of major SNAICC events and activities including the SNAICC AGM, SNAICC conferences, SNAICC policy and practice forums, SNAICC Board and Council meetings, NAIDOC activities and National Aboriginal and Islander Children's Day.</p> <p>19. Other duties as directed by the CEO.</p>
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KEY SELECTION CRITERIA

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. Demonstrated experience and ability to work and liaise with Aboriginal and Torres Strait Islander people and organisations; and facilitate their involvement in consultation, project or campaign activities.
3. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality evidence-based reports and submissions.
4. Significant experience of managing a campaign or marketing/communications program with proven track record in delivering results.
5. Demonstrated ability to think conceptually and analytically, and communicate complex information effectively to a range of audiences.
6. Experience in project management including the ability to work within a project work plan and meet deadlines.
7. Exceptional stakeholder management skills with the ability to communicate and collaborate effectively with a wide range of stakeholders.
8. Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate.
9. Relevant tertiary qualifications and experience.

FURTHER INFORMATION AND CLOSING DATE

Applications are required by **6pm AEST on Thursday 13 June 2019**.

Applications must include:

- A brief cover letter outlining why you are applying for the position
- Written responses to how you meet each of the Key Selection Criteria
- A resume with your skills, experience and qualifications, relevant to the role
- 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: tony.meggs@snaicc.org.au

For general information about SNAICC, visit the SNAICC website www.snaicc.org.au

For specific questions about the role please contact: Emma Sydenham/Angela Singh on 03 9419 1921.