

## Position Description

<b>Position Title:</b>	Senior Communications Coordinator	<b>Business unit:</b>	Office of the CEO
<b>Classification:</b>	<b>(SCHADS Award) Level: 6</b>	<b>Reports to:</b>	Manager, Communications
<b>SNAICC above award salary:</b>	<b>6.1 - 6.4</b>	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed Term – 2 years</b>	<b>FTE:</b>	1.0

Established in 1981, **SNAICC – National Voice for our Children** is the National Peak Body in Australia for Aboriginal and Torres Strait Islander children. SNAICC's vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued.

We work to amplify the voice of community and the sector for the fulfilment of the rights of our children. SNAICC is governed by a Board of Directors: Aboriginal and Torres Strait Islander leaders from the early years, child safety, development, and well-being sectors.

SNAICC plays a key role in the following areas:

- **Community and sector voice:** SNAICC engages with Aboriginal and Torres Strait Islander community and the sector to understand their needs and aspirations and give a strong voice to these perspectives. We also communicate back to and with community on key issues, programs and projects;
- **Research, policy and leadership:** SNAICC seeks to understand and share what works to drive better outcomes for Aboriginal and Torres Strait Islander children and families and translate this into policy and practice;
- **Sector development:** SNAICC works with and supports the sector to enhance the quality, access, and sustainability of services.

<b>Business Unit:</b>	The Strategic Engagement and Communications team is a small team of communication specialists responsible for all internal and external communications and marketing to drive: media and sector engagement; stakeholder engagement; organisational membership; and branding and awareness - to advance the needs, rights and aspiration of Aboriginal and Torres Strait Islander children and their families.
<b>Position Summary:</b>	In line with SNAICC's strategic direction, the Senior Communications Coordinator is responsible for leading the project management and implementation of SNAICC's campaigns and priority projects across the organisation. The role will project manage communications for externally facing events and initiate and support internal activities. The Senior Communications Coordinator will ensure high-quality, accessible, and relevant information and resources are provided to SNAICC members, supporters and key stakeholders that promote the organisation's strategic outcomes.

<b>Position Characteristics:</b>	<b>Scope:</b>	The Senior Communications Coordinator will report directly to the Communications Manager, Strategic Engagement & Communications. There is a reciprocal learning and working relationship across all the SNAICC teams including: policy and research; sector development; Early Years Support; communications & engagement, and broadly an experienced team of practitioners from the Aboriginal and Torres Strait Islander sector.
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• SNAICC's membership</li> <li>• Members of other SNAICC teams: Programs; Policy &amp; Research and Office of the CEO</li> <li>• Suppliers</li> <li>• SNAICC Ambassadors</li> <li>• Media</li> <li>• Funding bodies (govt &amp; non-govt) ☒</li> </ul>
	<b>Special Conditions:</b>	Aboriginal and Torres Strait Islander people are encouraged to apply
	<b>Delegations:</b>	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.

<b>Key Responsibilities:</b>	<b>Relevant areas &amp; levels within SNAICC Competency Framework.</b>
<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>• Lead the development, implementation and project management of communications requirements across SNAICC key priorities, campaigns, projects and events</li> <li>• Manage relationships and budgets with external designers, and services for the design, publication, and production of assets for projects.</li> <li>• Proactively identify opportunities for SNAICC to engage and communicate its strategic goals and objectives.</li> <li>• Develop communications plans for SNAICC projects based on the strategic high-level aims of the organisation, working with internal and external stakeholders.</li> <li>• Manage the implementation of communications plans and strategies for projects and campaigns.</li> <li>• Contribute to strategic campaign development to support SNAICC objectives and co-ordinate and support team to deliver.</li> <li>• Support development and delivery of processes to streamline and increase engagement and communications productivity across SNAICC teams.</li> <li>• Co-ordinate and review content for SNAICC publications and resources, including annual report, policy papers and other reports.</li> <li>• Write reports, articles and provide information for the SNAICC website, e-newsletter, and other publications as relevant.</li> <li>• Ensure key areas of SNAICC's work is proactively communicated in a form that is relevant to members and stakeholder.</li> </ul>	<p><b>2. Community &amp; Interagency Relations</b> 2.2.1 Networks &amp; Stakeholders 2.2.5 Social Justice</p> <p><b>3. Communication &amp; Relationship Skills</b> 3.2.2 Written Communication 3.2.3 Verbal Communication 3.3.5 Interpersonal skills</p> <p><b>6. Service Delivery</b> 6.1.3 Stakeholder Outcomes 6.2.2 Financial management</p> <p><b>8. Program &amp; Contract Management</b> 8.2.3 Contract management 8.2.4 Achieving results</p>

<ul style="list-style-type: none"> <li>• Assist with the development of SNAICC’s webinar series and other events as required Assist with the project management of external events and develop additional resources as required for committed projects. Development of presentations and speaking notes.</li> <li>• Other duties as directed.</li> </ul>	
<p><b>Leadership and Team Support</b></p> <ul style="list-style-type: none"> <li>• Establish, implement, and oversee project plans for the effective development, implementation and review of projects.</li> <li>• Communicate effectively with team members and lead the creation of a positive team culture.</li> <li>• Work effectively with other SNAICC teams to design and deliver communications strategies and assets.</li> <li>• Assist in the development of staff skills, including identifying opportunities for development, responsive and consistent service provision, quality and streamlined daily practice and continuous improvement.</li> <li>• Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment, and inappropriate conduct.</li> </ul>	<p><b>4. Leadership and Teamwork</b></p> <p>4.2.1 United Vision 4.3.2 Strategic focus 4.3.3 Team Dynamic 4.1.4 Conflict Management 4.2.5 Diversity/different styles</p>
<p><b>Safety and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.</li> <li>• Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements &amp; training.</li> </ul>	<p><b>9. Risk Management, Workplace Safety &amp; Quality</b></p> <p>9.2.1 Strategy 9.2.4 Quality 9.2.3 Risk management 9.3.4 Health Safety Wellbeing 9.2.5 Legislation and Compliance</p>
<p><b>Common duties shared with other SNAICC staff</b></p> <ul style="list-style-type: none"> <li>• Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.</li> <li>• Assist in the evaluation of projects, activities, and functions of SNAICC.</li> <li>• Arrange for the distribution and promotion of resources and publications where applicable.</li> </ul>	<p><b>Organisational Awareness &amp; Professionalism</b></p> <p>1.2.1 Organisational Awareness 1.3.2 Time management 1.3.3 Ethics 1.3.4 Taking Responsibility 1.3.5 Problem solving</p>

<p><b>Selection Criteria</b></p>	<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Excellent writing and editing skills with the ability to create impactful content for diverse audiences, in-particular Aboriginal and Torres Strait Islander peoples and early years sector.</li> <li>• Experience writing and implementing effective project plans, communications campaigns, and development of communications and media strategies.</li> <li>• Experience in utilising digital platforms, websites, social media, and other mediums as part of project and communications plans</li> <li>• Experience in design and layout of communications assets using various software including Word, Canva, Adobe CC (InDesign, Illustrator, Photoshop)</li> <li>• Excellent verbal communication skills with the ability to present information clearly and convincingly and establish collaborative working relationships.</li> <li>• Ability to work independently in a fast-paced environment, with exceptional time management skills, and demonstrated ability to manage multiple projects simultaneously.</li> </ul>
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	<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• Undergraduate Degree or extensive experience in communications, media, marketing, or other relevant area.</li> <li>• Working with Children Check</li> <li>• Current police check (no older than three months)</li> <li>• Current Driver's License</li> </ul>										
	<b>Values</b>	<table border="1"> <tr> <td>Cultural Safety</td> <td>Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.</td> </tr> <tr> <td>Collaboration &amp; trust</td> <td>We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.</td> </tr> <tr> <td>Respect and kindness</td> <td>We are all valued and valuable. We communicate with people holistically, recognising their humanity.</td> </tr> <tr> <td>Accountability and integrity</td> <td>We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.</td> </tr> <tr> <td>Staff Wellbeing</td> <td>We are committed to the wellbeing of our staff.</td> </tr> </table>	Cultural Safety	Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.	Collaboration & trust	We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.	Respect and kindness	We are all valued and valuable. We communicate with people holistically, recognising their humanity.	Accountability and integrity	We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.	Staff Wellbeing	We are committed to the wellbeing of our staff.
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<b>Health, Safety &amp; Wellbeing Requirements</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors</li> <li>• Comply with SNAICC HSW policies and procedures to participate in the achievement of a safe working culture</li> <li>• Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching</li> </ul>
<b>Organisational Expectations</b>	Compliance with organisational policy, procedures including code of conduct.
<b>Acknowledgement of Incumbent</b>	<p>I have read and understood the requirements of the position.</p> <p><b>Name: (please print)</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>