

National Communications Officer

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Company: Stjohnqld

Location: Canberra

Category: other-general

Marketing Communications (Marketing & Communications) Communications opportunity with one of Australia's most trusted charity brands Part-Time (Approx. 30 hours per week) – Deakin, Canberra National, high-profile Not for Profit Organisation. Attractive salary package, fringe benefits, and flexible, positive working conditions. Opportunity to contribute to a growing portfolio and new role. St John Ambulance Australia is seeking a Communications Officer with exceptional content development and communication administration skills. This position is based in our Australian Office in Deakin ACT within a small, growing team. This is a busy but flexible role, with a mix of internal and external stakeholders. The role encompasses: routine daily tasks such as media monitoring; scheduled content development; and longer-term project and campaign-based activities. The role provides support for the strategic priorities of the national brand and communication function. The right candidate will be a self-starter with strong attention to detail, the ability to develop professional content across mediums, and a knack for improving processes. They will work well under direction, in collaboration with others, and also independently. Summary of Duties and Responsibilities: Provide input and support for activities that contribute to the brand and communication function broadly. Plan, prepare and distribute content for a variety of audiences and mediums including: newsletters, annual report, communique, professional documents, website content and publications. Support media communications and administration – conduct daily media monitoring, and support proactive and reactive media liaison and activations. Provide administrative support for national communications and advocacy initiatives, groups and events. Administer and respond to intellectual property and

copyright requests. Liaise with external suppliers as required e.g. designers, printers, media agencies. Other day-to-day communications coordination and administration duties as required. Qualifications in communications, public relations, journalism, or related field. Knowledge and experience across day-to-day communications functions. Well-developed computer and system literacy – ideally with experience using a website CMS, and content development tools, and/or ability to learn new system quickly. Exceptional written and verbal communications skills, with strong attention to detail and accuracy – condensing complex subject matter into targeted and accessible material. Strong time management and scheduling abilities – meeting deadlines consistently. Excellent interpersonal and collaboration skills to liaise with a network of professional and community stakeholders. Ability to work both under direction and independently with a level of professional responsibility. Desirable (but not essential): Experience with media intelligence platforms e.g. Isentia, Meltwater or Stream. Special Conditions: This role may require occasional (infrequent) interstate travel to attend meetings or events. Infrequent out-of-hours or over-time work may be required to meet deadline or attend events. Time in lieu may be approved. Ongoing over-time is not anticipated. This position must be based in Canberra with availability to attend Australian Office in Deakin, with some allowance for reasonable work from home. The position is flexible at 0.8FTE and hours day/hours allocation may be negotiated depending on workflow and personal requirements. It is preferred that hours be allocated across a five-day week (Monday to Friday). Applicants must have the right to work in Australia as a citizen or with full unrestricted work permit or visa. A National Police Check is required to be obtained upon appointment to the role and every three years thereafter. Appointment to this position is subject to maintaining a valid Working with Children Check.

APPLICATION PROCESS: Please carefully read the role description, criteria and special conditions. Write a 1-2-page pitch highlighting your relevant skills and experience, and what you will bring to this role. You do not need to respond to each Selection Criteria individually, but they should be broadly touched on in your response. Please make sure to attach your current Resume/CV. Applications must be received by 5pm on Tuesday 23 April. Only successfully shortlisted candidates will be contacted for interview. Questions and applications should be emailed to Enita Hampton, National Manager Brand and Communications on media@stjohn.org.au

Visit www.stjohn.org.au for further information about St John Ambulance Australia* Unfortunately, applications that do not follow the above process will not be eligible for consideration and further correspondence will not be undertaken. Other Information: St

John Ambulance Australia values diversity and are committed to fostering a workplace that is welcoming, respectful and inclusive. We encourage applications from First Nations people, people living with disability, gender and sexually diverse people, and people who have come from culturally diverse backgrounds or who have come to Australia as migrants or refugees. St John Ambulance Australia Limited is committed to the safety and wellbeing of all children and young people who participate in St John activities, programs, events or services. St John has zero tolerance for child abuse and neglect. We take all allegations and concerns about abuse very seriously. St John will always strive to ensure that children do not experience neglect, abuse, harm or exploitation during their involvement with us. Report this job advert Don't provide your bank or credit card details when applying for jobs. What can I earn as a Communications Officer

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