

Position Description

Position Title:	Communications Coordinator	Business unit:	Office of the CEO
Classification:	(SCHADS Award) Level: 4	Reports to:	Manager, Communications
SNAICC above award salary:	Level 4	No. Direct Reports:	N/A
Employment Type:	Fixed Term – 2 years	FTE:	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.

Business unit	The Strategic Engagement and Communications team is a 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.
Position Summary:	In line with SNAICC's strategic direction, the Communications Coordinator is responsible for jointly implementing SNAICC's communications and media strategy across the organisation. The position plays a key role in coordinating communications for externally facing events (including the SNAICC Conference, National Aboriginal and Torres Strait Islander Children's Day) and initiating and supporting internal activities. The 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.

Position Characteristics:	Scope:	The Communications Coordinator will report directly to the Manager, Communications. There is a reciprocal learning and working relationship across all the SNAICC teams, including: Policy and Research; Programs; Office of
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		the CEO, and broadly an experienced team of practitioners from the Aboriginal and Torres Strait Islander sector.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • SNAICC's membership • Members of other SNAICC teams: Programs Policy & Research and Office of the CEO • Suppliers • SNAICC Ambassadors • Media • Funding bodies (govt & non-govt)
	Special Conditions:	Aboriginal and Torres Strait Islander people are encouraged to apply
	Delegations:	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies, and procedures.
Key Responsibilities:		Relevant areas & levels within SNAICC Competency Framework.
<ul style="list-style-type: none"> • Contribute to the development and implementation of communications requirements across all SNAICC key priorities, campaigns, and events such as National Aboriginal and Torres Strait Islander Children's Day and Family Matters, and the SNAICC Conference. • Coordinate content for SNAICC publications and resources, including annual report, policy papers and other reports. • Design and layout of a wide range of assets for print and digital. • Provide support for the SNAICC website, e-newsletter, and other publications as relevant. • Design of creative assets for publications, presentations, reports and other printed and digital assets • Support the translations of SNAICC's work into a form that is relevant to members and stakeholder. • Liaise with external designers for the design and publication of resources, and other external vendors and suppliers such as printers, videographers, photographers, and creatives • Support with creation of multimedia content such as videos to support SNAICC's advocacy, resources, campaigns, and events. • Assist with SNAICC events and communications activities • Assist with project plans, creative briefs, and other internal and external presentations • Other duties consistent with the above. 		1. Organisational Awareness & Professionalism 1.2.1 Organisational Awareness 1.1.5 Problem solving 1.2.2 Time management 2. Community & Interagency Relations 2.2.1 Networks & Stakeholders 2.2.5 Social Justice 4. Leadership & Teamwork 4.1.2 Strategic focus 4.1.3 Team Dynamics 3. Communication & Relationship Skills 3.2.2 Written Communication 3.2.3 Verbal Communication 3.2.5 Interpersonal skills 6. Service Delivery 6.1.3 Stakeholder Outcomes 9. Risk Management, Workplace Safety & Quality 9.2.1 Strategy
Safety and Wellbeing <ul style="list-style-type: none"> • 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. • Comply with relevant Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training. • Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices. 		9. Risk Management, Workplace Safety & Quality 9.2.3 Risk Management 9.2.1 Health Safety Wellbeing

<ul style="list-style-type: none"> Identify and seek appropriate resources to support staff health and wellbeing. Actively support and demonstrate inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct. 			
Quality and Compliance <ul style="list-style-type: none"> Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support. Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities. Ensure adherence to organisational policies and procedure to deliver consistent quality support and service. Actively participate in internal and external audits with responsibility for compliance. Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses. 			
Common duties shared with other SNAICC staff <ul style="list-style-type: none"> Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. Assist in the evaluation of projects, activities, and functions of SNAICC. <p>Arrange for the distribution and promotion of resources and publications where applicable.</p>			
Selection Criteria	Knowledge and Experience	<ul style="list-style-type: none"> 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. Experience creating and implementing communication and project plans High level graphic design skills and experience using Creative Cloud (InDesign, Illustrator and Photoshop) software Experience with Canva, Microsoft 365 and Wordpress Excellent verbal communication skills and a demonstrated ability to establish collaborative working relationships with internal and external stakeholders, suppliers, and organisations. Ability to work independently in a fast-paced environment, with exceptional time management skills, and demonstrated ability to manage multiple projects simultaneously. Demonstrated ability to work collaboratively in a team environment. 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. 	
	Qualifications	<ul style="list-style-type: none"> Undergraduate Degree or extensive experience in communications, media, marketing or other relevant area. Employee Working with Children Check (WWCC) Current police check (no older than 3 months) Current Driver's License 	

	Values	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.

Health, Safety & Wellbeing Requirements	<ul style="list-style-type: none"> • Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors • Comply with SNAICC WHS policies and procedures to participate in the achievement of a safe working culture • Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching
Organisational Expectations	Compliance with organisational policy, procedures including code of conduct.
Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position</p> <p>Name: (please print)</p> <p>Signature:</p> <p>Date:</p>