

Position Description

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| Position Title: | Communications Coordinator |
| Location: | Head Office 24 Roslyn Street, Elizabeth Bay, NSW 2011 (with occasional travel to Arrupe Place in Parramatta) Sydney, Australia |
| Reports to: | JRS Australia Country Director |
| Remuneration: | \$43,217 (0.6FTE) including superannuation per annum |
| Conditions: | 0.6 FTE. Two years contract (renewable depending on funding) |

ORGANISATIONAL BACKGROUND

Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS works in situations of greatest need, where people are most vulnerable, where there are gaps in services and where partnerships can be formed to better serve people seeking safety.

In Australia, JRS works to uphold the rights of people who are in the process of seeking asylum and aims to support people to empower themselves, to live meaningful and dignified lives while feeling welcomed and connected to a more fairer and just community.

As an independent, not-for-profit, non-government organisation JRS Australia undertakes the following activities:

- Supports and accompanies community-based people seeking asylum and refugees through a holistic programme of casework, financial assistance, community activities, food bank, English classes, workshops and drop-in programs provided through Arrupe Place and JRS's Community Centre in Parramatta.
- Supports and accompanies people seeking asylum and refugees through the Arrupe Project, which includes temporary accommodation provided through the Blaiket Shelter.

- Supports and accompanies people seeking asylum who are held at detention facilities across Australia.
- Conducts research in order to advise government and non-government organisations (NGOs) on policy and program responses.
- Raises awareness with young people and others in the community through schools, community centres and other stakeholders about forced displacement, social justice, the situation of people seeking asylum in Australia, the barriers that they face, and ways to get involved.
- Undertakes research and advocacy with and on behalf of people seeking asylum and refugees in Australia.
- Supports JRS projects and activities overseas, for example through international advocacy and fundraising campaigns.

POSITION OVERVIEW

The Communications Coordinator will be responsible for developing, coordinating and implementing JRS Australia's communications strategy and supporting the Country Director in all communication actions concerning the mission of JRS in Australia.

The Communications Coordinator will report to the Director of JRS Australia and work closely with the Policy and Advocacy Coordinator, the Manager of the Arrupe Project and other staff members and volunteers.

KEY TASKS AND RESPONSIBILITIES

Strategic communications

- Work with the Country Director to develop and implement JRS's communications and media strategy, and promote the organisation's advocacy and communications objectives, through mainstream, online media and other channels.
- Develop and update JRS' communications policies.
- Work with relevant colleagues to develop communications plans and key messages for different aspects of JRS' work.
- Advise JRS' Director on communications opportunities and risks.

Writing and editing

- Draft news articles, press releases and other communications resources, including Q&A documents.
- Edit and proofread copy for materials such as research reports, policy papers, pamphlets, and website material as agreed with JRS Country Director and the Advocacy and Policy Coordinator.
- Draft and edit copy for the organisation's quarterly newsletter (LINK), monthly newsletters, the Annual Report, appeals and other publications.
- Liaise with designer and printer.

Media Relations

- Co-ordinate JRS' media relations and build strong and active relationships with journalists and broadcasters to increase JRS media profile.
- Proactively identify and create opportunities for media coverage of JRS' work.
- Communicate the mission, values and activities of JRS Australia to specific target groups, as well as to a wider audience.

Website and social media management

- Write and edit copy for JRS Australia's website, upload stories to the website and regularly update the site's content.
- Develop and grow JRS' social media profile and audience.
- Integrate communications objectives with fundraising and advocacy activities, working with colleagues.
- Assist with the development of creative content and online campaigns.
- Strengthen the JRS website as a tool for advocacy, fundraising and volunteer engagement.

Photography

- Photograph and interview people seeking asylum and refugees as appropriate. This includes the need for creative photos, where the person photographed is not identifiable in order to protect that person's safety and identity.
- Photograph events and the organisation's daily work.

Events management

- Assist with organising and co-ordinating relevant conferences and events.

Training and capacity building

- Provide timely and relevant communications advice on current issues.
- Provide advice on how to increase our audience.
- Assist with the design and delivery of basic communications training for JRS Australia staff.

Philosophy, Mission and Values

- Understand and demonstrate the Mission and Values of JRS on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice and participation.
- Adhere to the policies and procedures of JRS.
- Adhere to the JRS and the Australian Jesuit Province Code of Conduct.
- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, ability or any other ground.
- Provide and promote an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to

ensure that acceptable standards of conduct are maintained at all times and take appropriate action if unacceptable conduct is observed.

Occupational Health and Safety

- Comply with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission and JRS.
- Work in a manner that considers duty of care for self and others and be safety conscious at all times.
- Report inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents.

Quality Assurance and Continuous Improvement

- Attend relevant meetings, workshops, conferences and training, as required.
- Become familiar with, and follows JRS and the Province's quality and standard policies, procedures and management instructions.
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way.
- Strive for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.
- Maintain confidentiality in relation to clients, staff and volunteer issues and all JRS' programs.

SELECTION CRITERIA

Essential Requirements:

- Tertiary qualification in communications or relevant discipline, coupled with experience in event management or public relations.
- Competence in developing and implementing a dynamic communications plan.
- Exceptional copywriting skills and the ability to develop compelling content across multiple channels (website, social media, supporter communications)
- Experience using a website CMS (preferably wordpress) and demonstrated experience with website maintenance.
- Proven ability to maintain and engage with audiences across various social media platforms including facebook, twitter and YouTube and experience in using digital platforms and social networking for campaigning.
- A basic understanding of SEO.
- Experience working alongside advocacy teams and a proven ability to integrate communications objectives with media and advocacy activities (e.g. campaigns).
- Outstanding written and oral communication skills in English.
- Experience coordinating/organising events.
- Experience using communications to raise funds.
- Capacity and enthusiasm to work collaboratively and effectively as part of a multi-disciplinary team comprising staff and volunteers.

- Capacity to manage competing deadlines, prioritise workload appropriately and work in a professional and flexible manner.
- Adherence to the mission and values of Jesuit Refugee Services and the Australian Jesuit Province.
- Commitment to human rights and social change and a passion for the rights of people seeking asylum and refugees.
- Commitment to working within current Equal Employment opportunities (EEO), Work Health and Safety (WH&S), and child protection legislation.

Desirable:

- Good understanding of issues concerning people seeking asylum and refugees.
- Contacts with journalists in Australia or established relations with various media outlets.
- Design skills and experience with the use of Adobe suite, Illustrator and Photoshop and/or experience with canva
- Ability to film, edit and produce videos as well as audio content.
- Experience with email marketing software such as MailChimp.

Application Process:

If you would like further information about the **Communications Coordinator** position, please contact: Carolina Gottardo, JRS Australia Director on carolina.gottardo@jrs.org.au or (02) 9356 3888.

To apply, please address the selection criteria and send your response, along with your resume and a cover letter to: info@jrs.org.au **by Monday, 7 August 2017.**

Or alternatively you are welcome to post your application to:

Jesuit Refugee Service
 Attn: Office Manager
 PO Box 522
 Kings Cross NSW 1340

Thank you for your interest in working with Jesuit Refugee Service Australia.