



CERES GLOBAL COMMUNICATIONS AND SUPPORT COORDINATOR

POSITION DESCRIPTION

Responsible to:	CERES Global Area Manager
Responsible for:	Nil
Location:	Main CERES Site
Grade:	EM3
Hourly rate:	\$31.58
Status:	Part time, temporary (6 month contract)
Hours:	28 hours per week (4 days)

ABOUT CERES

CERES Community Environment Park is an award-winning, not-for-profit, community environment park and urban farm located by the Merri Creek in East Brunswick, Melbourne. Once a landfill site and wasteland, today CERES is a thriving, vibrant community. With over 450,000 visitors a year, CERES is the most visited environmental centre in Australia.

OUR VISION

Our vision is for everyone to fall in love with the Earth again.

CERES is a place for community-based learning and action. Through this, we create better ways of living together in five areas: environmental, social, economic, cultural and spiritual. You can read more about CERES, our educational programs and other social enterprises on our website: www.ceres.org.au.

ABOUT CERES GLOBAL

CERES Global is a project of CERES which maintains a network of partner relationships with local and international communities, and has been running international community engagement journeys for over a decade. CERES Global facilitate groups of people from our local community, on community engagement and friendship building trips to share ideas, develop understanding, build rapport, and overcome social and environmental challenges. Initially facilitating annual visits to communities in India, Arnhem Land, and Indonesia, CERES Global has grown in recent years to include annual community engagement trips to Samoa, China, Cuba, and Timor Leste.

CERES Global facilitates journeys for over 100 participants annually, primarily for people within our local CERES community, as well as tertiary student groups. The process of facilitating these engagements includes all pre departure preparation, in country logistics, and returned participant reporting.



POSITION PURPOSE

Working with the CERES Global Coordinator and CERES Global Area Manager, the Communications and Support Coordinator will focus on supporting the operational requirements of the program, including marketing, communicating, recruiting, logistics, and administration of CERES Global programs and engagements.

The CERES Global Communications and Support Coordinator position focuses on communications, marketing, recruiting and organising activities and engagements with in-country partners for groups of participants interested in building rapport and exploring opportunities to overcome global environmental and social challenges.

The Communications and Support Coordinator will undertake a large part of CERES Global communication and administrative requirements, and play a key role in ensuring operational arrangements have been made, participants are prepared, and in-country partners are on board enabling successful engagements ongoing.

KEY RESPONSIBILITIES

ORGANISATION, ADMINISTRATION AND TRIP LOGISTICS

- Provide input into recruitment strategies for trip participants
- Undertake administration around trip organisation (travel bookings, invoicing, etc.)
- Liaise with in-country partner organisations to ensure smooth running and valuable engagements
- Liaise with trip participants, facilitators and academics to ensure they are supported in their journeys

SUPPORT WITH COMMUNICATION AND MARKETING

- Support the development of communication and marketing systems, strategies and materials
- Strengthen existing and build new CERES Global promotional networks
- Ensure consistent branding across all communications, including template design
- Manage website content, traffic, and updates
- Play a key role in creating content for publications, reports and campaigns, via research, storytelling and acting as the voice of CERES Global
- Coordinating and supporting CERES Global volunteers and interns
- Media, stakeholder liaison & engagement
- Data management

PROGRAM DESIGN AND DEVELOPMENT SUPPORT

- Provide program design support
- Explore and research ideas to expand the CERES Global audience, impact, and reach
- Develop ideas with other CERES Global staff for new and improved activities, engagements and friendship-building opportunities

REPORTING

- Timely and effective reporting to CERES Global Coordinator
- Monitoring feedback & surveys from returned trip participants to gauge participant satisfaction



- Online reporting and storytelling of all CERES Global activities via newsletters, social media, events, etc.
- Support in the development of impact analysis methods

WORKPLACE HEALTH, SAFETY & WELLBEING

CERES is committed to providing a safe working environment, and enhancing the well-being of the CERES community. Staff and volunteers are responsible for each other's safety and wellbeing, including their own. They actively participate in WHS&W consultation processes, comply with safe work instructions or procedures, and identify and report hazards, incidents and 'near misses'.

KEY ACCOUNTABILITIES

The CERES Global Communications and Support Coordinator key accountabilities are:

- Undertake administration in regard to recruitment of participants
- Organise administrative aspects of CERES Global trips
- Support CERES Global communication strategies
- Promotion of CERES Global trips through marketing channels
- Impact reporting

KEY SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualification in a discipline with an international and/or sustainability or communications focus.
2. A minimum of two years' experience in project coordination including managing logistics.
3. Strong administration skills and experience managing data and processes.
4. A natural and creative flair for communication and demonstrated experience writing engaging and inspiring emails, web content, blogs, and social media content.
5. Computer savvy with intermediate to advanced MS office and Excel skills and/or additional program aptitude/ability to master online tools easily.
6. A flexible but can-do working attitude and ability to adapt to the demands of the role.
7. Have a demonstrated global perspective and commitment to sustainability through work, volunteering or study.
8. Have or be able to obtain a Working with Children's Check and First Aid Certificate.

DESIRABLE

1. Have lived, worked or travelled internationally, and/or had experience in making travel bookings.
2. Ability to edit web platforms; experience using Wordpress, Mailchimp and high level social media experience.
3. Ability to produce high quality promotional materials such as posters, presentations, pamphlets.
4. Group facilitation, or coaching experience.
5. Foreign language skills.