# LAW AND JUSTICE FOUNDATION OF NSW

# Job description

#### Review Date: May 2020

## Communications and Publications Manager

**Overview and purpose of position**

The Communications and Publications Manager ensures the Law and Justice Foundation is well understood and highly regarded by its diverse stakeholders, that publications are produced in an appropriate, professional and timely manner, and that the products of the Foundation’s research activities are distributed appropriately.

**Hours:** 3 days (21 hours) per week

**Responsible to:** Director

**Salary Range:** $100-$120K per annum, pro rata (plus super)

**Duties:**

**Communications and Engagement**

To develop and implement, with the Director and other staff, the Foundation’s Communications and Engagement Strategy**.** Within that strategy:

* Develop and maintain an ongoing strategic communications and engagement plan that ensures the Foundation’s key, evidence-based research findings, other products and messages reach the intended audiences.
* Liaise internally and externally to identify issues and opportunities to ensure knowledge gathered by the Foundation is disseminated most effectively.
* Prepare and/or coordinate the production, dissemination and promotion of the Foundation’s communications including annual reports, newsletters and research alerts.
* Develop, review and maintain speeches, presentations and briefs for delivery to external agencies
* Advise on and facilitate opportunities for submissions, conference presentations, etc
* Manage and maintain the Foundation’s contacts and subscribers lists/databases
* Manage and coordinate responses to media inquiries and, when required, engage appropriate media to aid the dissemination of Foundation messages.

**Publications**

* Review and maintain publishing guidelines (including templates) and style guide
* Manage all stages of the production of publications, including: contract and liaise with external copy-editors, proof readers, layout designers and printers
* Ensure publications are made available in a range of formats including on the LJF website
* Ensure publications are appropriately formatted to LJF styles and standards

**Website**

Overall responsibility for maintenance of the LJF public website, including:

content updates in consultation with relevant managers and staff

* + maintaining the quality of LJF web site in terms of look and feel

Coordinate and support the website redesign/upgrade

**Skills/Selection Criteria**

#### Essential

* Tertiary qualifications in communications or other relevant discipline
* Advanced skills in MS Office and demonstrated experience in managing contacts databases and using a range of software applications for communications and publications purposes (e.g. email campaign software, social media, Google Analytics, Adobe Creative Suite, WordPress)
* Demonstrated experience in communicating scientific/social science/socio-legal or similar research in a clear, understandable and succinct manner (using infographics where appropriate) suitable for a range of audiences
* Demonstrated experience in a communications role in a relevant range of organisations and environments, particularly in the not for profit sector or government and community, including experience in:
* Development of communication and engagement plans to improve understanding of an organisation’s activities to intended audiences
* Managing the production and dissemination of publications in accordance with organisational (publishing and style) guidelines
* Managing events, small conferences, workshops and seminars
* Promotion of activities and research reports
* Development of presentations and briefs to external parties
* Understanding of website architecture and management and hands-on experience in using content management systems to update websites
* Demonstrated high level of attention to detail
* Ability to:
* Communicate at a high level - both writing and speaking for different media
* Work with diverse stakeholders
* Work harmoniously with others and be a highly effective team player
* Work under pressure, operate within project timelines and meet deadlines
* Quickly understand the issues that affect the activities of the Foundation
* Exercise initiative and judgment

#### Desirable

* Knowledge of the legal assistance sector and/or community services sector
* Knowledge of current activities in relation to law and justice
* Demonstrated experience in public relations and/or media relations
* Experience with website redesign