



## COMMUNITY FIRST DEVELOPMENT

### **DUTY STATEMENT – COMMUNICATIONS MANAGER**

FIRST NATIONS PEOPLE HAVE GLOBAL SOLUTIONS AND INNOVATIONS THAT ADDRESS MANY OF HUMANITY'S GREATEST CHALLENGES, INCLUDING CARING FOR THE ENVIRONMENT.

Community First Development is a First Nations community development and research organisation that creates positive change in and with First Nations communities.

We undertake social and economic development and research projects in partnership with First Nations communities, businesses and people. Communities have control; they name the priorities and choose the design, assets, capabilities and approaches to achieve their vision. We provide tailored support through community partners, skilled staff, trained volunteers, key supporters and service providers.

Community First Development's Communications Manager is responsible for marketing, communications and public relations activities including publications, website, social media platforms, promotional material, presentations and media relations, in consultation with the General Manager Impact and Strategy.

This role requires a strategic thinker with proven experience in successfully delivering communication plans. It requires flexibility, responsiveness and working with subject matter experts to deliver project requirements.

### **KEY DUTIES – COMMUNICATIONS MANAGER**

- Implementation of Community First Development's Communications Strategy within budget, and ongoing evaluation of its effectiveness.
- Writing, editing and delivering communication products for a variety of audiences, with an emphasis on attention to detail.
- Promoting and protecting Community First Development's image and identity, including the development and implementation of processes and procedures for external and internal communications, and monitoring compliance.
- Development and production of Community First Development's publications, including the annual report, quarterly newsletter, promotions and content for the website, social media channels and the intranet.



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- Promotion of Community First Development's research using engaging and innovative approaches.
- Supervision of Community First Development's Communications Officer who is delivering on the communications strategy and coordinating digital content.
- Leading public relations activities, including development of opinion pieces and press releases to promote Community First Development activities.
- Maintaining Community First Development's workplace culture by adhering to Community First Development's code of conduct, maintaining the highest standard of probity.

### **SELECTION CRITERIA – COMMUNICATIONS MANAGER**

- Strong administration and project management experience including the ability to prioritise conflicting needs and execute multiple tasks efficiently and within tight deadlines.
- Demonstrated experience as a successful copywriter and marketing professional in writing and editing effective and compelling communication products.
- Proven strategic whole picture thinking and leadership experience in delivering communication plans.
- Outstanding relationship and team building, coupled with exceptional verbal and written communication skills.
- Demonstrated information technology skills including the use of Microsoft office programs and data systems, social media tools and platforms and an understanding of the Adobe Creative suite.
- A formal qualification or equivalent in communications, marketing, journalism, public affairs or similar and at least 3 to 5 years' experience working in a Communications Manager capacity or similar, and ideally in a not for profit organisation.

**Community First Development aims to be an employer of choice for Aboriginal and Torres Strait Islander people and non-Indigenous Australians. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**