



Communications and Engagement Lead | Position Description

Employment Type: Casual (2 days / 15 hours per week)

Term: Minimum 6 months, with the possibility of extension

Location: Remote working, based in Australia

Reports to: Think Forward Executive

Remuneration: \$30 per hour (including compulsory superannuation, tax and casual loading). Think Forward will also consider contractors with their own ABN.

Purpose: Work independently and collaboratively as required to develop an education and communications program on economics, tax and superannuation aimed at young people. This will include market research, project planning and administration, stakeholder management, content creation and digital communications.

About Think Forward

We are a bipartisan lobby group for young Australians. We are a group for young Australians run by young Australians who come from all sides of politics. Our average age is 27 so we have skin in the game. Our 2021 priority is to put intergenerational fairness issues front and centre in Australia's political debates and include youth perspectives in discussions on the economy, taxation and superannuation.

At Think Forward we don't provide services to young people nor do we claim to be the experts. We exist to put pressure on governments to make intergenerationally fair choices, drawing on the significant evidence base developed by Australia's economists, political scientists and young people.

Position Summary

Think Forward is seeking a Communications and Engagement Lead that is passionate about raising financial literacy and awareness for young people and advocating on issues of intergenerational fairness. The Lead position will be responsible for developing and delivering an education and communications program aimed at explaining key issues in Australia's economy, with a focus on tax and super. This program will support Think Forward's primary goal, to establish a parliamentary inquiry into intergenerational fairness (a project being led by our broader team).

The Lead role, supported by the Think Forward Executive will focus on the following five areas over the next 6 months:

- Completing a market scan of education and communication programs, and developing a shortlist of potential opportunities for further exploration
- Selection of a program and detailed planning, and testing this with young people (15-25 year olds)
- Program development (including content creation in-house or outsourced) and delivery
- Program reflections, lessons learnt and next steps
- Support for Think Forward's broader communications efforts, including our digital communications channels.

This program has been made possible through a grant from the Foundation of Young Australians and Think Forward would like to explore the possibility of leveraging this work as ongoing revenue generation for our advocacy activities.



Professional Qualifications

- There are no mandatory qualifications for this role. Candidates with qualifications and demonstrated experience in communications and educational program design, project management, journalism and/or public policy are highly desirable.

Core Competencies

The successful candidate will demonstrate the following personal values and competencies:

- **Ability to work independently with limited direction.** You will need to be a self-starter and a bit of a Jack or Jill of all trades, given high level tasks and translating these into concrete actions and outputs.
- **Honest and resourceful.** Our limited budget means we can't employ someone full-time, so you will need to use your time wisely, prioritise high-value activities, check-in proactively and be honest about what is achievable.
- **Creative.** We are doing this all for the first time, and we're figuring it out as we go, you'll be willing to have a go at a range of different tasks, and draw upon your professional, educational and personal experiences.

Work Competencies

The successful candidate will demonstrate the following competencies:

- **A strong communicator.** You are comfortable working across including digital channels (e.g. social media, slack, e-mail) and you understand how to use digital media to communicate to different audiences.
- **A relationship builder.** You have experience in building a professional network and understand what it is to work in an 'eco-system' of partners working towards a common goal.
- **You are a project manager.** You're able to look ahead, anticipate risks, and work to a timeline and a budget. You're willing to share the load, and also do your bit and be held accountable.
- **You are interested in the issues.** You love a good argument, you're well briefed on a number of relevant public policy issues impacting young people, and you're passionate about creating an intergenerationally fair country.

Other Relevant Information

The successful candidate will be encouraged to work flexibly and submit a timesheet each fortnight. Where feasible, the successful candidate will be asked to nominate working days/times to ensure work/life balance and appropriate communication with the Executive.

It is expected that successful candidate will have access to a personal phone and laptop and Think Forward will reimburse for reasonable work-related expenses (e.g. internet and phone based on set ATO rates). If the candidate does not have access to a laptop and phone, Think Forward will work with the successful candidate to reach a mutually agreeable solution.

From time to time the successful candidate might be asked to participate in meetings outside of core business hours (9 to 5), the successful candidate will be remunerated for all meetings attended outside of regular working hours, beyond the agreed 15 hours per week.



Application Process

Please submit a cover letter (two pages max) and a CV to hello@thinkforward.org.au (addressed to Megan) by 5pm, Friday 4 June 2021.

Applicants will be shortlisted for a video-call interview shortly after.

Any questions can also be directed to the Think Forward inbox, and we will do our best to respond promptly.