



POSITION DESCRIPTION

The Community and Public Sector Union (CPSU) is looking for people who want to make working life better, fairer and more secure for public sector workers across Australia.

We're currently recruiting for a Communications Officer to work in the Communications and Campaigns Unit, which is responsible for: using all possible tools and techniques to build and activate our community; refining and telling our stories; and developing comms strategies that can win the campaigns that will change our members' lives for the better.

We're looking for a passionate and creative storyteller who will primarily be responsible for gathering, curating and producing our members' stories and turning them into material that will help us grow our union and improve the working lives of our members.

Position Title:	Communications Officer
Employment status:	Fulltime, temporary fixed term to 29 August 2022
Classification and Salary:	Organiser Level 2 (excludes Organiser Expense Allowance) \$85,651 - \$100,978 (subject to skills and experience) + 15.4% superannuation
Position Reports to:	Director of Campaigns & Communications
Positions reporting to this position are:	Nil
Location:	Any region Australia Wide

Conditions of employment:

- Excellent conditions of employment; flexible working hours and access to 13 accrued days off a year; and family friendly conditions
- a strong focus on health and safety including offering a range of health and well being initiatives
- a comprehensive Employee Assistance Program
- a strong commitment to training and development, including study leave
- salary sacrificing

Overview of position

The CPSU is an active and progressive union representing workers in the Australian Public Service, the ACT and Northern Territory public service, the telecommunications sector, call centres, employment services and broadcasting. We are a national union with members in every state and territory.

We're looking for a passionate and creative content creator who will primarily be responsible for developing and producing campaign materials that help us grow our union and improve the working lives of our members.

The successful applicant will report to the Director of Campaigns and Communications and will be primarily responsible for:

- Using graphic design skills to produce flyers, posters and other materials.
- Writing stories and messages that help grow the union and win campaigns.
- Producing content including member and campaign emails, copy for the website, posters and flyers and social media content.
- Working with organising teams to strategise and craft their communications.
- Managing projects and relationships with commercial providers where necessary.
- Helping other staff build their skills and confidence in comms.
- Identifying opportunities to lift the CPSU's profile and build and engage its audience.

Selection Criteria - required skills, knowledge and ability

Essential

- Experience in a communications role, preferably in a union or non-profit organisation.
- An aptitude for storytelling and an understanding of how to craft messages and tailor comms to different audiences.
- Experience in graphic design and use of the Adobe suite.
- A commitment to making life better for working people.
- Experience producing written and visual content for a variety of channels—candidates are encouraged to attach links/ examples of their work.
- The ability to embrace and propose new technologies and strategies to promote the CPSU.
- Excellent relationship skills and the ability to bring enthusiasm, energy and creativity to a fast-paced environment.
- Experience using IMIS and Higher Logic an advantage but not essential.

Further information

Prospective candidates can obtain further information about the role by contacting: Susie Byers, Director of Campaigns and Communications on 0438 846 443 or email Susie.Byers@cpsu.org.au.

How to apply

You must address the Selection Criteria and complete the on-line Employment Application Questionnaire to be considered for this position.

Please visit our website at www.cpsu.org.au/about-cpsu/employment to access the Employment Application Questionnaire and submit your application.

Please submit your application by COB Monday, 9 August 2021.

The CPSU is an equal opportunity employer and actively encourages women, Aboriginal and Torres Strait Islanders, and people from culturally and linguistically diverse backgrounds to apply for position. Selection is merit based. Part time employment opportunities may be considered where suitable.