



ICIN Indigenous
Carbon
Industry
Network

Communications Manager - Indigenous Carbon Industry Network

Salary: 0.8 Pro-rata based on a Full Time Equivalent of \$80,000 pa

Fixed term 12 month 0.8 Part Time position (with potential to extend)

Location: Darwin (negotiable)

The Indigenous Carbon Industry Network seeks an experienced and motivated person with excellent writing skills, active listening abilities, experience with strategic communications planning and social media management as well as a passion for Indigenous economic development and cross-cultural knowledge sharing to support and manage communication through the network.

About ICIN

The Indigenous Carbon Industry Network (ICIN) is Australia's first Indigenous-owned carbon industry network. It includes around 35 members including Indigenous organisations that operate across north Australia to develop and deliver carbon projects, mainly through savanna fire management. Members are united by the vision of ICIN; to promote and facilitate an active, innovative and Indigenous-led carbon industry supporting healthy country and better livelihoods for Indigenous people. The network is supported by a Board of seven Aboriginal and Torres Strait Islander people that are nominated by member organisations and a 0.8 part-time Coordinator, based in Darwin.

ICIN is currently hosted by Warddeken Land Management Ltd, an Aboriginal-owned registered charity with a highly supportive working environment. It is currently in the process of transitioning to an independent entity, ICIN Ltd.

For further information, see [ICIN - Who We Are](#)

About the Role

Responsibilities of the position include:

1. Independently manage ICIN's communication platforms, including website, monthly newsletter, bulletin, and social media platforms.
2. Assist the ICIN CEO to implement and evaluate ICIN's Communication Strategy
3. Create, edit, publish, and evaluate a range of communication tools targeted at Indigenous organisations as needed.
4. Manage communication plans and budgets in a fast-paced and dynamic working environment.
5. Provide communications support to ICIN members.
6. Assist with ICIN events as needed, including online workshops and the North Australia Savanna Fire Forum, including in remote areas.
7. Independently manage a work plan effectively and to schedule.

8. Travel interstate or to remote Indigenous communities to attend events and workshops from time to time.
9. Coordinate the ICIN Communications working group, including
10. Respond to media enquiries and develop media statements, in consultation with the CEO
11. Other duties as directed by the ICIN coordinator from time to time.

This position reports to the ICIN Coordinator. It is preferred that the successful applicant works from our office located in Darwin, NT.

Expected hours are 4 days a week, Monday to Thursday, 8:30am – 5:00pm, with opportunity to negotiate flexible hours or working from home arrangements as needed.

The appointment is for 12 months with a potential opportunity to extend.

Warddeken Land Management Ltd provides a flexible and supportive working environment.

Employment terms include up to 6 weeks annual leave (0.8 pro-rata) to be taken at a time approved by the ICIN Coordinator. The position includes a 6-month probationary period subject to performance.

Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.

How to Apply

Selection Criteria

Essential

1. Qualification or equivalent experience in media or communications
2. Highly developed communication skills.
3. Experience in writing for a variety of media, including websites, newsletters, PowerPoint presentations and social media.
4. Experience in managing and implementing a communications strategy.
5. Ability to work and deliver results independently with a minimum of supervision.
6. Ability to work in a highly dynamic environment.
7. Experience in working with Aboriginal and Torres Strait Islander people and in developing communications tools for an Indigenous audience.
8. Experience in managing a project to a budget and schedule as part of a team.
9. A demonstrated commitment to Indigenous self-determination.

Desirable

1. Understanding of Indigenous land management
2. Understanding of the carbon market
3. Experience in website content management (particularly Nation Builder)
4. Experience in event management
5. Experience in photography, as well as creating and editing videos

Please submit applications including a CV and a letter addressing the Selection Criteria to icin@warddeken.org.au, before COB **Friday 4 February 2022**.

Enquiries: Anna Boustead 0417 989 577