

COMMUNICATIONS OFFICER, ASIA PACIFIC NETWORK OF REFUGEES

Seeking a skilled professional with an understanding of issues for refugee communities
Contract 7.5 hours per week until 30 September 2022

The Refugee Council of Australia (RCOA) on behalf of the Asia Pacific Network of Refugees (APNOR) is seeking a Communications Officer to promote the work, concerns and ideas of refugee and refugee led organisations in the Asia-Pacific region.

APNOR is a network of refugee-led groups established in 2018. Our objective is to build a sustainable and inclusive network for refugee-led organisations in the Asia Pacific region, to set the regional agenda for refugee policy that draws on the collective voice of lived experience to influence stakeholder and decision-making priorities, and to support the development of stronger national refugee-led structures that can influence national policy reform.

RCOA is the peak body for organisations who work with and for refugees and people seeking asylum. RCOA conducts research, raises awareness and advocates on national and international issues affecting refugees and people seeking asylum.

The candidate we are seeking

The Communications Officer will work with APNOR's Executive Director and play a key role in APNOR's small but effective team, promoting the work, concerns and ideas of refugees and refugee led organisations through the news media, bulletins, social media and assisting in writing and editing copy for awareness and advocacy campaigns.

The successful applicant will be a motivated and effective communicator with outstanding writing and editing skills, an understanding of refugee issues, relevant qualifications and experience in media, public advocacy. The contract position is for 7.5 hours per week until 30 September 2022 with the possibility of extension if funding permits.

As organisations dedicated to enhancing the role of refugee communities in international discussion about refugee issues, RCOA and APNOR strongly encourage applications from people with lived refugee experience and people with close personal and cultural connections to refugee communities.

Selection criteria is outlined in the attached position description. Applicants must submit a statement addressing all the Essential and Desirable Selection criteria outlined in the attached position description.

The contract position is 7.5 hours per week contract until 30 September 2022 (with possibility of extension if funding permits) and can be undertaken remotely.

Under the Social, Community, Home Care and Disability Services (SCHADS) Industry Award, the salary is [SCHADS](#) Level 4 (Social and community services employee), and the overall value of the package is increased by 10% superannuation and access to salary packaging options extended to staff of public benevolent institutions.

Inquiries about the position can be sent to apnor.refugees@gmail.com. **Applications can be submitted online via Ethical Jobs and close 11.59pm on 24 February 2022.**

COMMUNICATIONS OFFICER, ASIA PACIFIC NETWORK OF REFUGEES

Employer: Refugee Council of Australia (RCOA), on behalf of Asia Pacific Network of Refugees (APNOR)

Position reports to: APNOR Executive Director for day-to-day responsibilities. RCOA for employment-related issues, through Chief Executive Officer.

Position type Contract, 7.5 hours per week until 30 September 2022

Award: SCHADS Level 4

Key responsibilities

The Communications Officer works with APNOR's Executive Director, Coordinator and the APNOR Board to:

- disseminate information about the work of APNOR and the concerns, ideas and initiatives of refugees and refugee-led organisations in the Asia-Pacific region and
- to assist organisations in APNOR's network to improve their communication strategies.

Duties of the Communications Officer

- **Media liaison:** Manage APNOR's relationship with the media, developing a database of media contacts and seeking out appropriate opportunities for media coverage across the Asia-Pacific region to support APNOR's advocacy and activities.
- **Social media:** Promote APNOR's activities and its public advocacy through social media, including Facebook, Twitter and Instagram.
- **Publications:** Coordinate the preparation of APNOR's newsletter, annual report and updates for members, supporters and other contacts.
- **Website:** Update content on APNOR's website and assist in website maintenance (once the website is launched).
- **General communication:** Assist APNOR's leadership in effective communication about APNOR's work with key stakeholders, including members, donors and potential supporters, governments, UN agencies and NGOs.
- **Training:** Assist in providing or facilitating media training for APNOR staff and members, as required.
- **Supervision of volunteers:** Engage and supervise pro-bono and volunteer support to assist in the implementation of APNOR's communications strategies.
- Assist with other communications duties as determined by the Executive Director.

SELECTION CRITERIA

Essential

To be successful in this role, you must meet the following selection criteria:

1. Outstanding copy writing and editing skills.
2. Experience in preparing media releases, articles for publication and reports.
3. Experience in media liaison.
4. Strong organisational skills, ability to take initiative, prioritise and meet deadlines and high level of computer literacy.
5. Knowledge of refugee and asylum seeker issues.
6. Excellent communication and interpersonal skills, including the capacity to communicate respectfully with different cultural groups and to work in a team.

7. Relevant tertiary qualifications and/or experience.

Desirable

Please outline relevant experience you may have in any of the following:

1. A deep understanding of refugee issues from personal experience and/or from close personal and cultural connections to refugee communities.
2. Knowledge of, and networks with, the media.
3. Ability to use social media and navigate the back end of a website.
5. Experience in effective advocacy and/or marketing campaigns.
6. Experience providing training
6. Experience in writing for fundraising campaigns
7. Experience supervising and working with volunteers.

THE APPLICATION PROCESS – ESSENTIAL INFORMATION

For your application to be considered, you are required to:

1. **Directly address each of the above essential selection criteria**, while also responding to any of the desirable selection criteria which are relevant.
2. Include a **current resume** with your application.

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