

# Communications Coordinator, Make Big Polluters Pay Campaign

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. Oxfam is committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

<b>Position Number</b>	739
<b>Classification</b>	Category 4
<b>Section/Unit</b>	Fundraising, Partnership and Community / Public Engagement
<b>Reports to</b>	Campaign Strategic Lead, Make Big Polluters Pay Australia and such other persons as directed
<b>Hours of Work</b>	14 – 21 Hours per week

### Scope of Position

A powerful coalition of climate disaster impacted communities, development, faith, climate, youth, social service, First Nations and Pacific organisations working hand in hand with allies. The Make Big Polluters Pay campaign aims to raise the voices of communities in Australia and the Pacific to highlight how the fossil fuel industry is putting the costs of climate change onto communities and not contributing their fair share. We fight for compensation for impacted communities and for cost-of-living relief for everyday people by campaigning for the government to put a levy on big polluting corporations responsible for climate pollution. This position is hosted at Oxfam Australia.

Working for the Make Big Polluters Pay (MBPP) Alliance, hosted at Oxfam Australia, the Communications Coordinator will coordinate communications across the Alliance to identify key moments to engage and maximise campaign messages exposure, content development, set up and manage social media for the campaign, as well as managing the website.

The Communications Coordinator will report to the Strategic Campaign Lead, Make Polluters Pay and will be working with a high level of autonomy and initiative within a collaborative framework.

The role will be responsible for coordinating the Alliance members to take advantage of opportunities that will support the MBPP campaign communications objectives.

## Key Responsibilities

- Coordinate the Communications Working Group, made up of communications focused staff for Make Big Polluters Pay Alliance members, including organising meetings, setting agenda, identifying work, and coordinating projects
- Work closely with staff from key Make Big Polluters Pay Alliance members to identify and promote opportunities to gain positive media coverage for the campaign
- Establish and proactively manage the Make Big Polluters Pay social media primarily Instagram and potentially other platforms such as LinkedIn, Facebook and Tiktok;
- Proactively scan for, and identify opportunities to undertake joint media and social media opportunities with Make Big Polluters Pay Alliance members
- Develop effective media materials, e.g., media releases, reactive statements, quotes, opinion editorials, for the Make Big Polluters Pay Alliance
- Manage Make Big Polluters Pay website, keeping it up to date, briefing provider and/or making changes in Nation Builder
- Provide media training and support when required to Make Big Polluters Pay Alliance members and advocate survivors
- Monitor, track and assess communication work;
- Other related duties as delegated.

## Living our Values

Your strong commitment to Oxfam Australia's values will be essential in achieving desired results in all aspects of our work.

- **Equality:** We believe everyone must be treated fairly and have equitable access to rights and opportunities.
- **Empowerment:** We foster a culture of trust where everyone has the tools, information, and safety to make decisions, take ownership, and grow through learning — including from mistakes
- **Solidarity:** We collaborate across boundaries and sectors, guided by integrity and shared purpose, to promote human rights, advance justice, and work towards a just and sustainable world.
- **Inclusiveness:** Ensuring all perspectives are welcomed and valued and calling out exclusionary behaviours when they arise to foster a truly respectful and inclusive workplace.
- **Accountability:** We act with integrity and take responsibility for following through on our commitments — to each other, to our partners, and to the communities we serve
- **Courage:** We speak up, own our mistakes, and embrace bold, thoughtful action that addresses the root causes of problems and inequity to create meaningful change.

## **Technical Knowledge & Experience**

### Essential:

- Understanding and experience of how the media works and how to gain positive media for a campaign;
- Experience planning and implementing innovative and creative media strategies;
- Experience of managing social media for a campaign;
- Ability to synthesise complex information into succinct and engaging key messaging and media materials
- Experience of coordinating alliances, networks, or other groups.

### Desirable:

- Experience working with influencers;
- Experience working as a journalist or Media Adviser;
- Demonstrated ability to react quickly and effectively to a story or opportunity;
- Network of media contacts / influencers;
- Qualifications in journalism, communications or public relations;
- Understanding of climate change and climate justice issues.

## **Personal Skills & Attributes**

- Excellent media writing skills;
- Excellent interpersonal communication skills;
- Strong organisational skills;
- Ability to work independently, meet deadlines and exercise good judgement under pressure;
- Proficient working knowledge of the Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) with a strong understanding of core functions.
- Commitment to Oxfam's purpose, culture and ways of working
- High degree of emotional intelligence and humility
- Strong collaboration skills
- Commitment to continuous learning
- Sensitivity to cultural differences and gender issues and commitment to equal opportunity as a guiding principle.
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

## **Travel**

- Occasional international and/or interstate travel is a requirement of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

## **Child Safeguarding**

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- This role requires Oxfam representation when occasionally visiting the field (overseas and domestic).