

Position Description

Senior Communications Coordinator (Writer)

Reports to: Manager, Communications

Business Unit: Office of the CEO

SNAICC Level: 6

FTE: 1

Direct Reports: 0

Position summary

In line with SNAICC’s strategic direction, the Senior Communications Coordinator (Writer) will provide strategic and hands-on editorial leadership for key SNAICC initiatives and lead high-level written communications across the organisation. The Senior Coordinator will work closely with SNAICC Executive, the Policy and Research Unit, and other arms of the organisation to translate complex information into compelling narratives that amplify community voices. This role will work collaboratively to ensure high-quality, accessible, culturally appropriate, and relevant information and resources are provided to SNAICC members, supporters and key stakeholders.

As part of the Strategic Engagement and Communications unit, and in accordance with SNAICC’s Board/CEO delegations and quality requirements, policies and procedures, The Senior Communications Coordinator (Writer) reports to the Manager, Communications and works across all SNAICC teams.

The Strategic Engagement and Communications unit is a team of communication specialists responsible for all internal and external communications and marketing to drive: media and sector engagement; stakeholder engagement; organisational membership; and branding and awareness - to advance the needs, rights and aspirations of Aboriginal and Torres Strait Islander children and their families.

Key responsibilities

- Contribute to the development and implementation of communications requirements across all SNAICC key priorities, campaigns, and events.
- Coordinate, write, and edit content for SNAICC publications and resources, including SNAICC Annual Report, Family Matters report and case studies, board and council papers, briefings, summaries, and other key SNAICC reports as needed.
- Provide editorial support for speech writing, talking points, presentations, and other communication and strategic engagement material.
- Provide support for the SNAICC website, e-newsletter, webinars, podcasts and publications as directed.
- Proofread SNAICC material for internal and external use, ensuring

SNAICC Competency Framework

Organisational Awareness & Professionalism

1.3.1 Organisational Awareness

1.2.2 Time management

1.2.4 Taking Responsibility

1.2.5 Problem solving

2. Community and Interagency Relations

2.2.1 Networks and Stakeholders

2.2.2 Community

2.2.4 Knowledge of community

2.3.5 Social justice

quality and branding style are upheld to maintain consistency, accessibility, and clarity.

- Work collaboratively to translate SNAICC’s work into forms that are relevant to members and stakeholders, ensuring consistency across messaging in line with organisational voice
- Support, and at times lead the creation of scripts and multimedia content to support SNAICC’s advocacy, resources, campaigns, and events.
- Assist with SNAICC events and communications activities
- Contribute to, and at times lead communication plans, project plans, creative briefs, and other internal and external presentations
- Proactively identify opportunities for SNAICC to engage and communicate its strategic goals and objectives.
- Establish strong working relationships with key stakeholders to ensure SNAICC’s communication strategies are aligned with community voices and organisational priorities.
- Other duties consistent with the above.

Common duties shared with other SNAICC staff

- Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.
- Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.

3. Communication & Relationship Skills

- 3.3.1 Advocacy
- 3.3.2 Written communication
- 3.2.3 Verbal Communication
- 3.2.5 Interpersonal skills

4. Leadership & Teamwork

- 4.2.1 United vision
- 4.2.2 Strategic focus
- 4.2.3 Team Dynamics

6. Service Delivery

- 6.3.2 Knowledge of Sector Issues
- 6.2.3 Stakeholder outcomes
- 6.2.4 Diversity

8. Program & Contract Management

- 8.2.1 Program development
- 8.2.4 Achieving results

9. Risk Management, Workplace Safety & Quality

- 9.3.1 Strategy
- 9.2.2 Quality

Significant relationships:

External

- SNAICC’s membership
- Suppliers
- SNAICC Ambassadors
- Media
- Funding bodies (govt & non-govt)

Internal

- Strategic Engagement and Communications Team members
- SNAICC Business Units: Office of the CEO; Programs; Policy and Research; Child Development

Key selection criteria

Knowledge & experience

- Broad knowledge and understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.
- Excellent writing and editorial skills, with the ability to create impactful content for diverse audiences, in-particular Aboriginal and Torres Strait Islander peoples and early years sector.

- Experience writing and implementing effective project plans, communications campaigns, and development of communications and media strategies.
- Demonstrated experience with Canva, Microsoft 365 and Wordpress
- Excellent verbal communication skills and a demonstrated ability to establish collaborative working relationships with internal and external stakeholders, suppliers, and organisations.
- Ability to work independently in a fast-paced environment, with exceptional time management skills, and demonstrated ability to manage multiple projects simultaneously.
- Demonstrated ability to work collaboratively in a team environment.
- Ability to think strategically and identify opportunities for communications and engagement.
- Demonstrated experience with project management, including the ability to work collaboratively with project stakeholders, develop and implement work plans and meet deadlines.
- Excellent writing skills, including demonstrated ability to produce high-quality materials, including speech writing, contributing to evidence-based reports, submission, and briefings.

Desirable:

- Experience in design and layout of communications assets using various software including Word, Canva, Adobe CC (InDesign, Illustrator, Photoshop)

Qualifications & requirements

- Undergraduate Degree or extensive experience in communications, media, marketing or other relevant area.
- Employee Working with Children Check (WWCC)
- Current National Police Check (no older than three months)
- Current Driver's License.

Who we are

SNAICC – National Voice for our Children is the national non-government peak body for Aboriginal and Torres Strait Islander children and families, and the sectors that support them.

Since 1981, we have been a strong National Voice representing the interests of Aboriginal and Torres Strait Islander children, families, communities and organisations across Australia.

Our work focuses on three key areas: research and policy, advocacy and sector development engagement and innovation.

SNAICC is governed by a Board of Directors and a Council made up of Aboriginal and Torres Strait Islander community-controlled organisations and leaders from the early years, child safety, development and wellbeing sectors.

Vision

Aboriginal and Torres Strait Islander children and young people thriving in culture, raised within strong families and self-determining communities, empowered to reach their full potential.

Purpose

We engage and amplify the voices of children, young people, their families, communities and our members to drive and influence progress for the fulfilment of the rights of our children through culturally-led, self-determined, and evidence-based approaches, systems and structures.

For more information about SNAICC, visit our [website](#) and view our [Strategic Plan 2025-2028](#).

Our shared values

- **Cultural safety:** Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.
- **Collaboration & trust:** We value reciprocity and partnerships. We show curiosity rather than judgment and give people the benefit of the doubt.
- **Respect & kindness:** We are all valued and valuable. We communicate with people holistically, recognising their humanity.
- **Accountability & integrity:** We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.
- **Staff wellbeing:** We are committed to the wellbeing of our staff.

Organisational expectations

- Compliance with organisational policy and procedures, including code of conduct.
- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.
- Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with Workplace Health and Safety legislation, standards, SNAICC WHS policies and procedures to participate in the achievement of a safe working culture.
- Where appropriate, participate in workplace inspections, accident reporting and investigations and provide information, instruction and coaching.

Acknowledgement of incumbent

I have read and understood the requirements of the position.

Name:

Signature:

Date: