



Position Description:

Title	Media and Communications Officer
Hours	0.8 - 1.0 FTE (onsite role)
Reporting to	Chief Executive Officer
Location	Melbourne CBD (Docklands)
Travel	Interstate travel may be required

Organisational Context

Established in 2001, the General Sir John Monash Foundation provides postgraduate scholarships to outstanding Australians to study overseas. The Foundation's mission is based on John Monash's legacy to encourage the academic excellence of our nation's brightest individuals and to foster the growth of their leadership qualities for the benefit of the community and for Australia's future.

The prestigious John Monash Scholarships are proudly supported by Australians for Australians. With the generous support of governments, companies, trusts/foundations and individuals the Foundation has become a major contributor to the development of the next generation of Australian leaders. The Governors of each State are Patrons, and the Governor-General is the Patron-in-Chief.

Position Purpose

The **Media and Communications Officer** plays a pivotal role in supporting the Foundation team in delivering the General Sir John Monash Foundation's mission to identify, support, and develop outstanding Australian leaders. The role provides end-to-end operational and administrative support across the Foundation. Event management is a key focus of this role.

The **Media and Communications Officer** is a key member of a small, collaborative team, responsible for strengthening the Foundation's profile, communications and stakeholder engagement, and supporting its ambition to become a world-leading and self-sustaining postgraduate scholarship and leadership organisation. This role reports to the **CEO** but will also take day to day direction from other members of the executive team.

Key Responsibilities

Media, Communications and Profile Building

- Develop and deliver communications and marketing initiatives that enhance the Foundation's profile, reputation and stakeholder engagement.
- Lead the development and production of the Foundation's Annual Report, Impact Report and other key publications.
- Create and manage content across digital, social media, email and print channels.
- Deliver targeted communications campaigns for applicants, scholars, alumni, donors, supporters and partners.
- Prepare media releases, articles, newsletters, presentations and promotional materials.
- Support media relations and identify opportunities to promote the Foundation's mission, impact and achievements.
- Ensure consistent application of the Foundation's brand across all communications and platforms.

Stakeholder Engagement and Events

- Support engagement activities for scholars, alumni, donors, volunteers and strategic partners.
- Coordinate communications and promotional activities for Foundation events, programs and initiatives.
- Prepare event materials, presentations and stakeholder communications.
- Build and maintain positive relationships with key stakeholders.

Digital Communications and Continuous Improvement

- Maintain the Foundation's website, social media channels and digital communication platforms.
- Manage communications content within the CRM and other digital systems.
- Monitor communications performance and prepare reports and recommendations.
- Maintain accurate stakeholder data, mailing lists and communication records.
- Utilise AI tools and emerging technologies to improve productivity, content development and stakeholder engagement.
- Liaise with external providers including agencies, designers, photographers and videographers.

Key Selection Criteria

Communications and Stakeholder Engagement

- Excellent written and verbal communication skills, with the ability to develop engaging content for a variety of audiences and channels.
- Strong interpersonal skills and the ability to build positive relationships with applicants, scholars, alumni, donors, volunteers, partners and senior stakeholders.
- Demonstrated commitment to delivering high-quality stakeholder service and support.

Marketing, Media and Digital Capability

- Experience developing and managing content across digital, social media, email and print channels.
- Understanding of media relations, public relations and brand management principles.
- Experience using social media platforms and email marketing tools, with LinkedIn experience highly regarded.
- Proficiency in Microsoft 365 applications, including Outlook, Word, Excel, Teams and SharePoint.
- Experience using CRM platforms such as Zoho or Salesforce and other digital communication tools.
- Experience using AI-enabled tools to enhance productivity, communications and content creation.

Organisation and Personal Attributes

- Strong organisational skills, attention to detail and the ability to manage multiple priorities and meet deadlines.
- Demonstrated initiative, sound judgement and a proactive approach to problem-solving and continuous improvement.
- Creative, adaptable and solutions-focused, with the ability to contribute innovative ideas.
- Ability to work both independently and collaboratively within a small, purpose-driven team.
- Commitment to the Foundation's purpose, values and mission.

Qualifications and Experience

- Tertiary qualification in communications, marketing, public relations or a related discipline.
- Experience in communications, marketing, media, stakeholder engagement or a related field is desirable. Recent graduates are encouraged to apply.
- Experience with content creation, digital marketing and social media management.
- Graphic design skills and experience with Canva or Adobe Creative Suite are desirable but not essential.
- Experience working in the not-for-profit, education or philanthropy sectors is desirable but not essential.

You must have the right to work in Australia and be able to start immediately.