

Position Description

Position title	Communications Officer
Location	Parramatta, NSW
Reporting to	Policy, Advocacy and Stakeholder Relations Manager
Role Type	Part-time (3 days per week)
Classification	SCHADS Level 5

Our Values

Hope – The courage to believe in what's possible

Dignity – We honour each other's inherent worth

Connection – Together we achieve

Community – Engaging the power of networks for growth

Our Purpose

To build a support network that gives voice and agency to male survivors and their supporters.

We believe

Male survivors of childhood sexual abuse can recover, support others to thrive and be leaders in change.

Our Vision

A world in which male survivors of childhood sexual abuse can easily access support and find understanding and acceptance.

Position Purpose

Survivors & Mates Support Network (SAMSN) is Australia's leading specialist service supporting male survivors of child sexual abuse and their families. The Communications Officer plays a key role in raising awareness of SAMSN's services, advocacy priorities, research, events and impact.

Working closely with the Policy, Advocacy and Stakeholder Relations Manager, the Communications Officer will develop engaging content across digital, print and media channels, strengthen SAMSN's public profile, and support stakeholder engagement activities. The role contributes to increasing community awareness, supporting fundraising and advocacy initiatives, and ensuring SAMSN's communications reflect the organisation's values, purpose and strategic priorities.

Position Accountabilities

Content Development

- Develop high-quality content for newsletters, website updates, annual reports, donor communications and campaign materials.
- Draft and schedule social media content across SAMSN platforms.
- Prepare survivor stories, case studies, impact reports and stakeholder updates in a respectful and trauma-informed manner.
- Assist with the development of marketing collateral, brochures, presentations and fact sheets.

Media and Public Relations

- Support the preparation of media releases, opinion pieces and public statements.
- Monitor media opportunities relevant to SAMSN's work.
- Maintain media contact lists and assist with media enquiries as directed.
- Ensure communications align with SAMSN's Media and Communications Policy.

Stakeholder Engagement

- Support communications associated with events, workshops, campaigns and stakeholder engagement activities.
- Assist in promoting training programs, research projects and advocacy initiatives.
- Coordinate distribution of newsletters, updates and stakeholder communications.

Digital Communications

- Maintain and update website content.
- Monitor website and social media analytics and provide recommendations for improvement.
- Assist with digital campaigns aimed at increasing awareness, engagement and support for SAMSN.
- Prepare website and social media analytics for reporting purposes.

General

- Manage agency engagement.
- Maintain SAMSN's brand identity and communication standards.
- Ensure all communications are accurate, accessible and consistent with organisational messaging.
- Work collaboratively with staff, contractors and external partners.
- Undertake other duties consistent with the scope of the role.

Selection Criteria

Essential

- Minimum 3-5 years' experience in communications, marketing, public relations, journalism or a related field.
- Excellent written communication skills with the ability to tailor content for different audiences.
- Strong attention to detail and proofreading skills.

- Experience managing digital content, incl. social media platforms and websites.
- Ability to manage multiple projects and meet deadlines.
- Proficiency in Microsoft Office 365 and digital communication tools.
- Commitment to SAMSN's mission and values.

Desirable

- Qualification in Communications, Marketing, Public Relations, Journalism or a related discipline.
- Experience in the not-for-profit, community services, advocacy or fundraising sectors.
- Experience working within trauma-informed or lived-experience environments.
- Graphic design, video editing or website management experience.

What We Offer

- Opportunity to contribute to meaningful social change.
- Flexible and supportive work environment.
- Professional development and supervision opportunities.
- A values-driven workplace committed to dignity, hope, connection and community.
- The opportunity to help amplify the voices of male survivors and contribute to systemic change.

SAMSN is committed to creating a safe, inclusive and diverse workplace and encourages applications from people with lived experience, Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, people with disability and members of the LGBTQIA+ community.