



Position Description

Position title:	Communications Coordinator
Tenure:	Part-time to full-time (hours negotiable)
Location:	Mount Isa, Queensland. Would consider alternate location.
Salary range:	\$65,000 – 82,000 based on demonstrated skills and experience. Relocation expenses and rent subsidy available.
Reports to:	Chief Executive Officer

ABOUT THE EMPLOYER

Southern Gulf NRM is a not-for-profit community-based company responsible for planning and implementation of sustainable Natural Resource Management (NRM) in the southern Gulf of Carpentaria region of North West Queensland.

The Southern Gulf region covers 216,000 square kilometers and comprises the catchments of the Flinders-Cloncurry, Leichhardt, Gregory-Nicholson Rivers, Settlement Creek and Morning Inlet, and the Wellesley Islands.

Programs are delivered collaboratively with a range of stakeholders including all levels of government, industry groups, Traditional Owners, and conservation groups.

Southern Gulf NRM currently employs 12 staff and is governed by a Board of Directors.

PURPOSE OF POSITION

The Communications Coordinator leads the delivery of communications activities across the Southern Gulf NRM region. The Officer's activity focuses on developing and implementing strategic communication and engagement plans, maintaining the positive reputation and brand of the organisation, all manner of media and ensuring the right audiences are engaged at the right times.

The position has the opportunity to travel throughout the vast region of north west Qld and beyond.

KEY DUTIES AND ACCOUNTABILITIES

- Develop, implement and report on strategic communication plan.
- Maintain and enhance the organisation's corporate brand
- Develop and manage both corporate and project based communication activities, including print and digital publications, media liaison, digital asset creation (such as podcasts, videos), websites (including SEO), social media and community events.
- Develop and manage communication and engagement campaigns including budget management, stakeholder engagement, monitoring and evaluation and reporting.
- Build and maintain productive partnerships with stakeholders including Traditional Owners, agricultural industries, community groups, government agencies and funding bodies
- Advise and support the CEO and project staff on communications best practice.
- Identify potential communication related funding opportunities and develop submissions accordingly.

SELECTION CRITERIA

Appointment to the position will be based on assessment against the following selection criteria.

1. Demonstrated skills and experience in communication and engagement:
 - a. At least four years practical experience working in communication or a related field;
 - b. Training and qualifications related to strategic communication, marketing or community engagement; and
 - c. Hands-on experience working with limited resources to deliver communication activities which may include events, print and digital publications, annual reports, technical case studies, media releases, website content and social media and digital assets – on time and on budget.
2. An understanding of natural resource management or agriculture, and the funding landscape:
 - a. A general understanding of the natural resource management issues impacting the communities and landscapes of Southern Gulf NRM;
 - b. Demonstrated ability to develop and document innovative projects, identify and seek funding opportunities and to set and deliver specific objectives in collaboration with partners and stakeholders; and
 - c. Demonstrated practical application of communication and community engagement principles as they relate to natural resource management.
3. Personal and professional attributes:
 - a. Exceptional organisational skills and time management skills to deliver multiple projects on time and on budget;
 - b. High level written and oral communication skills including the ability to communicate complex concepts in simple language to a specific set of audiences; and
 - c. Demonstrated ability to work autonomously and as part of a team.

GENERAL CONDITIONS OF EMPLOYMENT

This position is subject to a three month probationary period, during which time either party may terminate the agreement. At completion of the probationary period a performance-based contract will be negotiated.

Hours of engagement are flexible. This position may be part-time or near full-time but permanent hours are to be determined prior to engagement. A vehicle will be available for work use.

The following benefits are available:

- Rent assistance of up to \$5,200 per annum
- Extra voluntary Super contribution
- Wellbeing allowance
- Travel assistance
- Uniform allowance
- Full or partial reimbursement of reasonable relocation expenses is available by agreement; and
- Five (5) weeks annual leave with 17.5% loading.

Driver's License

A current Provisional or Open Driver's license is essential to this position and must be produced prior to commencement for verification.

Occupational Health and Safety

Southern Gulf NRM is committed to Workplace Health and Safety and strictly enforces its policy to ensure protection of staff, equipment and third parties. This policy is strictly enforced and must be adhered to by all employees. It will be a requirement of employment that the employee be conversant with and adhere to the Workplace Health and Safety Policy.

Indigenous Cultural Awareness

Southern Gulf NRM staff are required to demonstrate Indigenous cultural awareness. If evidence of this cannot be provided at the time of appointment, staff must undertake appropriate training within six months of appointment.

International Applicants

International applications will not be considered unless evidence is provided of possession of the appropriate visa entitling the applicant to work in Australia.

TO APPLY FOR THIS POSITION, YOU MUST SUBMIT:

1. a current *curriculum vitae* outlining qualifications and relevant work experience along with the contact details of at least two referees (4 pages maximum); along with
2. a covering letter addressing the selection criteria outlined in this brief (4 pages maximum).

Closing date is COB Monday 23 May. Applications for this position should be marked "**Private and Confidential**" and be emailed to admin@southerngulf.com.au.

For further information regarding this position contact Tamara Beacroft 0410 734 021 or Geoff Penton 0408 871 978.