Information Package – Communications and Media Officer

Australia’s National Research Organisation for Women’s Safety (ANROWS) is seeking a Communications and Media Officer with the skills required for clear, innovative communication to diverse groups; and enthusiasm for an end to violence against women and their children.

About ANROWS

Australia’s National Research Organisation for Women’s Safety (ANROWS) aspires to be an innovative research organisation with authoritative leadership and high impact to support the National Plan to Reduce Violence against Women and their Children 2010-2022 (the National Plan). Our mission is to deliver relevant and translatable research evidence which drives policy and practice, leading to a reduction in the levels of violence against women and their children.

ANROWS is funded primarily by the Commonwealth and state and territory governments of Australia to assist them in achieving the National Plan’s vision of women and their children living free from violence and in safe communities.

As a national research organisation, ANROWS has three intersecting core functions: leadership, knowledge production and knowledge translation and exchange.

ANROWS’s leadership function includes the production and promotion of the National Research Agenda to Reduce Violence against Women and their Children, building research capacity in this area and advocating for evidenced based policy and practice.

Through its knowledge production function, ANROWS will produce evidence to guide Australian governments and practitioners in their work towards ending violence against women and their children.

The evidence ANROWS and others produce will be translated from academic research reports into accessible resources that highlight the implications of research findings for evidence-based policy and practice. ANROWS recognises that knowledge production, translation and exchange is a multi-lateral process and that it has a pivotal role in the exchange of knowledge between its stakeholders.

About the position

This is a full time position reporting to the Chief Executive Officer and to be located at the ANROWS national office in Sydney (90 Bourke Road, Alexandria, NSW 2015). The appointment is for an initial period from 1 July 2014 until 30 June 2016, with the option to extend, subject to continued funding, beyond that date.
The primary purpose of the position is to employ innovative, targeted and fit-for-purpose communication strategies to distribute national and international research on sexual assault and domestic and family violence to diverse audiences. An ANROWS Communications and Media Officer will normally have a tertiary qualification in a relevant area or extensive experience in communications, media and/or public relations.

Remuneration and leave entitlements
The salary for the position is $77,626 per annum, plus 9.5% employer contributions to the employee's chosen superannuation fund. ANROWS staff are entitled to 4 weeks annual leave, in addition to personal and sick leave.

Key responsibilities
1. Develop newsletters, e-alerts, distribution lists and online communities to facilitate information exchange.
2. Support the development of a suite of publications and resources targeted to various audiences, with particular attention to consistency, quality and accessibility of information.
3. Establish and maintain ANROWS’s social media presence, including Facebook and Twitter.
4. Maintain the ANROWS website ensuring information is up to date, accurate and content is clearly communicated in plain English.
5. Respond to enquiries from governments, researchers, practitioners, the general public and media with accurate and current information.
6. Prepare media releases, opinion pieces, articles, and liaise with media on behalf of the CEO.
7. Maintain a stakeholders and networking database.
8. Liaise and consult with diverse audiences to develop appropriately targeted strategies and modes of communication.
9. Maintain currency in understanding stakeholder needs, including new and emerging practice sectors and communities.

Selection criteria

Essential
1. Demonstrated ability in the production and distribution of a range of electronic communications for diverse audiences.
2. Demonstrated ability to translate complex information into plain English and for a range of audiences.
3. Excellent oral and written communication skills, including the ability to effectively communicate with diverse groups in government, academia, the community services sector, media and civil society.
4. A sound understanding of violence against women and the significance of the role of gender and other inequalities.
5. Demonstrated ability to work independently, and as part of a team, to meet organisational objectives within strict deadlines.
6. Understanding of issues affecting Aboriginal and Torres Strait Islander peoples and competence, or the ability to acquire competence, in working effectively with Aboriginal and Torres Strait Islander people and communities.

Desirable

1. Tertiary qualification in a relevant area or extensive equivalent experience in communications, media and/or public relations.
2. Previous experience in working with government and/or community services addressing sexual assault and/or domestic and family violence.

Further information

Any questions regarding the position should be directed to:

Heather Nancarrow, CEO, ANROWS
Telephone: 02 8374 4000
Email: heather.nancarrow@anrows.org.au.

Applications

Applications for the position close at mid-night on Wednesday 18 June, 2014. Applications, including a brief covering letter, a concise response to each selection criterion and a current résumé, should be emailed to sara.simmons@anrows.org.au.