

Australian Indigenous Doctors' Association

WE ARE HIRING!



Part Time - Communications and
Engagement Officer



Email us your CV to recruitment@aida.org.au
Applications close: Friday, 8 October 2021

POSITION DESCRIPTION

POSITION

Communications and Engagement Officer (Part Time)

Aboriginal and/or Torres Strait Islanders are strongly encouraged to apply.

Applications close: Friday, 8 October 2021

CLASSIFICATION

Reporting to the Communications, Marketing and Engagement Manager

Salary range: \$54,586 (Pro-Rata)

+ superannuation and generous salary packaging arrangements

LOCATION

AIDA office in Canberra, ACT

EMPLOYMENT FTE

Part Time (0.6 FTE). Fixed Term opportunity until 30 September 2022. (scope for extension dependent on funding)

BENEFITS

Employee benefits include:

- Attractive salary packaging options
- Opportunities for further education and professional development
- A supportive learning environment
- Flexible working conditions
- Competitive leave entitlements
- Health and wellbeing programs
- Public Benevolent Institution (PBI) tax concessions

RESPONSIBLE TO

Reporting to the Communications, Marketing and Engagement Manager and works directly with the Senior Communications and Marketing Officer.

CONTACT

Email: recruitment@aida.org.au

AUSTRALIAN INDIGENOUS DOCTORS' ASSOCIATION

The Australian Indigenous Doctors' Association (AIDA) is the national body representing Aboriginal and Torres Strait Islander doctors and medical students, focused on equitable health and life outcomes for Indigenous people. We do this by working towards reaching population parity of Indigenous medical students and doctors; and supporting a culturally safe healthcare system.

SUMMARY OF ROLE

The Communications and Engagement Officer is part of the Communications, Marketing and Engagement team and works directly with the Senior Communications and Marketing Officer in the preparation and delivery of communications and marketing materials, including supporting the management of AIDA's social networking outlets, website and printed documentation.

The following key duties are intended to describe the general nature and level of work being performed. They are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

In accordance with principles of workplace diversity, workplace participation, safe working environment and the empowerment of Aboriginal and Torres Strait Islander people, you will undertake the following tasks either individually or as a member of a team.

KEY DUTIES

- Contribute and support the development of content for AIDA's website, eNewsletters, media and social media including creating written and graphical content, monitoring engagement with all stakeholders including staff, reporting and preparation of material for external communication contractors.
- Assist with the structure, layout and content of all AIDA communication materials
- Assist with the preparation and distribution of AIDA media releases and external media requests
- Assist with the management of the AIDA Communication mailboxes
- Assist with the coordination, marketing and delivery of AIDA's member events and forums
- Demonstrate a sound understanding of current and historical issues affecting Aboriginal and/or Torres Strait Islander Peoples
- Communicate sensitively and effectively with Aboriginal and Torres Strait Islander Peoples
- Other duties within your capabilities as directed

SELECTION CRITERIA

Skills and Experience

- Ability to manage multiple tasks and adapt to changing work priorities in order to deliver quality outcomes within short timeframes and with minimal supervision
- Communication and interpersonal skills and the ability to interact positively with a wide variety of stakeholders with good humour, sound judgement, tact, discretion and confidentiality
- Ability to use initiative and problem solving to achieve results in accordance with practices and policies
- Competency in Microsoft Office
- Experience in Hootsuite, Active Campaign and website software
- Experience in Photoshop, InDesign and Canva will be highly regarded
- High level attention to detail
- Ability to work cooperatively and flexibly to fulfil individual and team performance
- Consultation, collaboration, partnership and stakeholder relationship expertise
- Knowledge of Events Air is highly regarded but not essential

Personal Attributes

- Culturally aware, inclusive in approach and respectful of all others at all times
- Calm and highly organised, who has a structured yet flexible working style and is adept at reprioritising workflows in order to meet tight deadlines in a fast-paced environment
- Commitment to actively nurture collaborative working relationships, and has the initiative and drive to improve workplace processes
- Exceptional standards of personal integrity and who ensures that sensitive matters are handled discreetly and diplomatically
- Convincing and confident communicator
- Strategic thinker, able to make connections and plan for the future
- Demonstrated ability to work with minimal guidance
- Flexible and adaptive team player