

# Position Description: Casual Senior Communications Officer (Brisbane)

<b>Position Title:</b>	Casual Senior Communications Officer
<b>Area:</b>	External Relations
<b>Supervisor:</b>	Manager, External Relations
<b>Number of positions that report to this role:</b>	Supervise and support two volunteer Communications Interns
<b>Hours:</b>	Casual hours - The successful candidate must be able to work part-time through the last two weeks of December 2018 (ca 5-10 hours a week negotiated), full-time during the first three weeks of January 2019, including two evening events, and part-time in the fourth week of January (5 hours – 10 hours through the week).
<b>Terms:</b>	Casual position until 15 February 2019 (with possibility of extension)
<b>Salary range:</b>	\$40-50/hour, plus 9.5% superannuation as applicable
<b>Location:</b>	The NYSF's offices are based in Canberra, ACT; this position in January is based at The University of Queensland, Brisbane.
<b>Closing date:</b>	Sunday 25 November 2018

## About The National Youth Science Forum

The National Youth Science Forum (NYSF), is a national not-for-profit organisation with a strong reputation and rich history operating for over thirty years, gaining significant recognition for its role in positively influencing students in the pursuit of study, employment and professional development in science related areas.

The NYSF offers a diverse suite of programs designed to empower young people through engaging them in science, technology, engineering and maths (STEM) activities. We build on their enthusiasm for science to

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develop, encourage and support their ambition to study and seek employment opportunities within the fields of science, engineering and technology.

The NYSF enjoys a high level of engagement in the Australian community receiving support from a significant number of funding partners, including its founding partner, Rotary. The NYSF also works with a wide range of academic institutions, private sector companies and government organisations as well as individual subject matter experts and volunteers.

The NYSF is in a growth phase, with the recent expansion of our program offerings, thanks in part to funding from the National Innovation and Science Agenda. New developments include an additional third January Session in Brisbane at The University of Queensland, and a program for junior high school students.

In 2019, we will run three flagship Year 12 Programs:

**Session A:** CANBERRA – Wednesday 2 January 2019 – Sunday 13 January 2019

**Session B:** BRISBANE – Wednesday 9 January 2019 – Sunday 20 January 2019

**Session C:** CANBERRA – Wednesday 16 January 2019 – Sunday 27 January 2019

You can learn more about the NYSF [here](#) – take a moment to watch the videos on the video gallery [here](#).

## About the Team

We currently have 12 full time employees. We also engage casual staff during times of surge in our workload, particularly to support the delivery of the NYSF Year 12 Program. The NYSF is supported by an active and highly regarded Board, with each member selected for their formal expertise and outstanding achievements. To assist us to deliver our diverse programs we have separated our responsibilities into three key areas: Programs, Corporate Services, External Relations.

Our office is located on campus at The Australian National University.

## About the Casual Senior Communications Officer (Brisbane) Role

The Casual Senior Communications Officer will report to the Manager, External Relations. Working with colleagues based in Canberra, the role is to develop content and promote the NYSF 2019 Year 12 program Session B and the National Science Teachers Summer School Brisbane programs, leading up to and during their delivery.

During December and January, the Brisbane-based Casual Senior Communications Officer will work remotely from Brisbane, meeting and communicating with the Communications team in Canberra via phone and electronically, so the successful candidate must be experienced in working with limited supervision. You need to be self-motivated and organised, and able to manage competing priorities.

There will be a mix of communications and writing and editing, administrative, and computer-based work. You may also be asked to assist with event logistics, including unpacking boxes and making labels, as well as VIP support.

## Duties

Under the general direction of the Manager, External Relations Program, the Contract Communications Officer will:

- Identify stories and opportunities that could be developed to promote the NYSF Year 12 Program Session B at The University of Queensland, and document the planning and any issues related;
- Liaise with UQ communications and management teams;
- Attending NYSF events as requested or directed, including those that may occur out of office hours or weekends;
- Briefing and supporting NYSF students who may be asked to participate in media activities;
- Developing content for the NYSF website, and social media platforms and post accordingly;
- Supervise and support the NYSF Session B Communications Interns - two former program participants (alumni) who are attending the program as volunteers to develop their own communications skills, writing content for the NYSF website news section about a range of lab visits and site tours;
- Provide administrative and liaison support to the Communications Team in Canberra, (Manager, External Relations, and three team members), and other members of the NYSF team, as required. One of the NYSF Managers, Programs will be based in Brisbane during Session B.
- Liaise with a range of stakeholders by phone, email and in person, including media, NYSF funding partners and supporters, program participants, parents, members of Rotary, and other volunteers, as required or requested, to arrange access and set up media engagement.
- Be available to deliver requested services and support that may be outside of standard business hours, including on weekends.
- Comply with all NYSF policies and procedures.
- Other duties as directed, consistent with the experience and level of the position.

## Selection Criteria

### *Essential:*

1. Demonstrated experience in developing communications and public relations materials and campaigns for external media, social media (facebook, twitter and Instagram) and a blog. Please provide links or 2-3 samples of your work.
2. Strong writing and editing skills.
3. Experience liaising with external media for promotion purposes.
4. Photography, video, and basic graphic design skills for social media purposes.
5. Demonstrated ability to work independently with minimal supervision, and as part of a small team.
6. Demonstrated good time management skills and the ability to prioritise tasks and work to tight deadlines.
7. Experience supervising interns or junior staff members.
8. Proficiency in the use of computer based applications including Microsoft Office programs and online cloud-based platforms such as Dropbox, Eventbrite. Experience in using Wordpress CMS would be highly regarded. Experience of CRMs such as Salesforce would also be highly regarded.
9. A current Queensland Blue Card registration, or the ability to obtain before commencing in the position.
10. Own laptop, mobile phone and camera.

### *Desirable:*

1. Experience working in non-profit organisations.
2. Current first aid certificate.

3. Current driver's license, and access to car.

## How to Apply

If you have questions about the role, contact Amanda Caldwell, Manager, External Relations at the NYSF, on (02) 6125 2777 or [Amanda.caldwell@nysf.edu.au](mailto:Amanda.caldwell@nysf.edu.au).

To apply, please submit your resume, cover letter, and a statement addressing the selection criteria (two pages maximum) to [amanda.caldwell@nysf.edu.au](mailto:amanda.caldwell@nysf.edu.au) by 11:59PM AEDT on Sunday 25 November 2018.