

Position Description: Communications Manager

The National Youth Science Forum (NYSF) is a national not-for-profit charity that has operated for over 38 years. One of Australia's most well-known STEM outreach organisations, the NYSF inspires students to pursue a range of science, technology, engineering and maths (STEM) study and career options. More information regarding the activities of the NYSF is available at www.nysf.edu.au and across our social media channels.

We currently have 7 full-time and two part-time team members, and engage casual staff where required. The NYSF comprises of three teams: Programs, External Relations and Corporate Services. The NYSF team is led by CEO Dr Melanie Bagg and supported by a highly regarded Board.

About the position

We seek an experienced communications professional who has broad experience in both delivering and managing communications outcomes for an organisation. The role requires the ability to be hands on with content production and publishing as required, oversee communications planning and to direct others to assist with a broad range of communications tasks.

Working in a small team, the Communications Manager will report to the CEO and will manage a small team of communications professionals (1-2 full-time/part-time staff plus volunteers and casuals from time to time).

Duties include:

- Developing, implementing, and evaluating communications strategies for the NYSF across all platforms, with a particular emphasis on social media, mainstream media, our website and stakeholder communications.
- Managing media engagement including developing media releases, statements, talking points and digital content (web articles and accompanying social media activity).
- Liaising with the Australian STEM community, promoting their involvement in NYSF initiatives.
- Other duties as directed.

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Selection Criteria:

Essential

- A relevant tertiary qualification and/or equivalent experience/on the job training (i.e. journalism, communications, media, marketing, policy advice).
- A minimum of three years' experience in managing a broad and multi-platform communications portfolio.
- Must have expertise across all main communications platforms. We are particularly looking for experience in social media management (Twitter, Linked-in, Facebook and Instagram) and digital publishing (EDM's, web articles and stakeholder communications), mainstream media liaison & producing releases.
- A team worker who has experience in leading and managing a small team to achieve communication goals in a fast-paced environment.
- Ability to write for a variety of audiences and knowledge of the style adaption required for different communications platforms.
- Monitor news and social media for STEM sector opportunities and situational awareness.
- Experience in liaising with key stakeholders, sponsors and supporters to achieve communications outcomes and deliver key content.
- Demonstrated experience in delivering long form, short form and social media content and ability to achieve desired audience reach using a range of tools and techniques.
- Excellent organisational skills and high attention to detail in proof checking and managing the content released by the NYSF. This role will be gatekeeper for high quality external communications.
- Ability to juggle and manage multiple priorities under tight project deadlines.
- Willingness to work outside of standard hours of operation as required and travel interstate as needed for NYSF events—the successful candidate must be able to work full-time during December and January to assist with the delivery of the NYSF Year 12 Program.
- A current Working with Vulnerable People registration, or the ability to obtain registration before commencing in the position and a current First Aid certificate (or willingness to obtain).

Desirable

- Experience working in a STEM environment or STEM qualifications.
- Experience working in a not-for-profit environment.
- Experience producing content about STEM and/or education. Aware of where to source key information for both and sensitivities.

This position is a full-time 12-month contract position, with the possibility of extension.

Salary will be negotiated dependent on the experience and skills of the successful applicant.

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How to Apply

Applicants should provide the following:

- Up to date CV with contact details of at least two referees, one of which should be the current/most recent employer.
- A cover letter of not more than three pages including a statement to explain how the candidate meets the key eligibility criteria. In your application, please include links to campaigns, publications, videos which illustrate your experience. Please clearly describe your specific contribution to the activity. Applications should be sent via email to nysf@nysf.edu.au and must be received by COB Monday 8 March 2021.

For further information on this role or to arrange an informal conversation, please contact Melanie Tacey, Corporate Services Manager, National Youth Science Forum: melanie.tacey@nysf.edu.au.