

Position Description – Communications Officer

Position Title:	Communications Officer
Area:	Communications and Marketing
Supervisor:	Manager, Communications
Number of positions that report to this role:	None
Hours:	35 hours per week. Some after hours and weekend work may be required, particularly in the lead-up to and during programs. Flexible working arrangements may be considered. The successful candidate must be able to work full-time and additional hours during December and January. Some travel interstate, overnight may be required.
Terms:	Fixed term contract of 12 months, with the possibility of extension
Salary range:	\$55,000-\$65,000 plus 10.5% superannuation
Location:	NYSF Offices are based at the Australian National University, Canberra, however, Canberra-based or Melbourne WFH arrangements are available. Occasional interstate and/or international travel may be required to support NYSF programs.
Closing date:	Available immediately

About the National Youth Science Forum

The National Youth Science Forum (NYSF) is a national not-for-profit charity that has operated for over 39 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.

P 61 2 6125 2777 E nysf@nysf.edu.au

Leonard Huxley Building, 56 Mills Road
Street access from Lower Ground Floor via Garran Road
Australian National University
Acton ACT 2601

nysf.edu.au

ABN 99 478 516 183

We currently have 10 full-time and one part-time team members and engage casual staff where required. The NYSF comprises of four teams: Programs, Partnerships and Alumni, Marketing and Communications, and Corporate Services. The NYSF team is led by CEO Dr Melanie Bagg and supported by a highly regarded Board.

About the Communications Officer Role

Working in a small team, the Communications Officer will report to the Manager, Communications (currently based in Melbourne). With support and direction, they will manage various communications, marketing, and administrative tasks.

Duties will include:

- Developing, scheduling, and publishing content for NYSF's range of communication channels, with particular attention to social media, electronic direct emails, and the website.
- Writing, editing, and proof-reading social media content, blog articles, media releases, newsletters, marketing collateral, the annual report, speaking notes, and multi-media content.
- Design and production and potential management of stock of marketing collateral and merchandise, such as brochures, posters, and banners.
- Monitor use of NYSF brand and corporate identity across communications deliverables.
- Contribute to communications planning and ensure processes are well documented.
- Contribute to planning and delivery of outward-facing NYSF events.
- Liaise with other teams within the NYSF to enable their communication goals and ensure our brand identity and standards are consistently delivered.
- Other duties as directed.

About you

We are looking for someone with solid skills and experience in communications, who is committed to the general vision and mission of the NYSF, works well in a small team and close cooperative environment, but is also able to be self-directed and work independently to make decisions and drive projects to completion when needed.

Selection Criteria:

Essential

- Experience or qualifications working in communications or related/transferrable fields (new graduates will be considered with minimal experience).
- Demonstrated organisational skills, including the ability to be flexible and manage competing priorities while working under pressure and in tight timeframes.
- Strong interpersonal and communication (written and oral) skills.
- Experience with social media for business purposes, particularly Facebook, Twitter, Instagram, and LinkedIn.
- Experience in editing content in Wordpress or a similar platform, or the ability to learn.

- Basic design skills and a willingness to learn on NYSF design platforms (Canva and InDesign).
- Intermediate to Advanced Microsoft Office skills (Word, Excel, PowerPoint).
- 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 (outside the standard shutdown period) and January to assist with the delivery of the NYSF Year 12 Program.
- A current Working with Vulnerable Persons registration, or the ability to obtain registration before commencing in the position.
- A current First Aid certificate, or the ability to obtain registration before commencing in the position.
- COVID-19 vaccination, or willingness to obtain, in order to attend NYSF events.

Desirable

- Experience working in a not-for-profit environment
- Experience with Salesforce CRM or a similar database system.
- Experience organising events (for example stalls, networking events, workshops, conferences, etc.)
- Photography experience
- Branding experience
- Experience with messenger applications and app communication for programs and conferences

What we offer

1. Flexible working arrangements to help you balance work and life
2. Comprehensive learning and development support
3. Supportive, positive office culture
4. Access to our Employees Assistance Program

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. Applications should be sent via email to nysf@nysf.edu.au and must be received by Sunday 14th May 2023.
- The NYSF recognises the value of diverse perspectives and experience. We are committed to an inclusive workplace where everyone feels valued and respected for who they are. If there are any accessibility adjustments you need to help you be able to apply for this role, please contact us.
- You must be an Australian citizen, permanent resident of Australia, New Zealand citizen with a current New Zealand passport or have unrestricted working rights to apply for this role.

If you have questions about the role, contact Melanie Tacey, Manager, Corporate Services at the NYSF, at melanie@nysf.edu.au.