



AUSTRALIAN PRO BONO CENTRE

Communications Coordinator (0.6 -0.9 FTE)

(Communications, IT and Administration)

The Australian Pro Bono Centre is a centre of expertise which works to grow the capacity of the Australian legal profession to provide pro bono legal services that are focused on increasing access to justice for socially disadvantaged and/or marginalised persons, and furthering the public interest. For more information about the work of the Centre, see probonocentre.org.au. The Centre also manages websites at www.sjopps.net.au and www.clcvolunteers.net.au.

The Centre seeks a proactive and self-motivated Communications Coordinator to join its small team of five, based in the Law Building at the University of New South Wales at Kensington. The successful candidate will have had previous experience in media and communications, and a good knowledge of the administrative and IT systems of a small organisation.

Salary: \$60, 000 - \$65,000 p.a. pro rata (plus superannuation).

JOB DESCRIPTION

Reporting to the Centre's Chief Executive Officer, the role will involve being responsible for the communications and information management strategy of the Centre, its implementation and maintenance of the Centre's IT facilities (0.6FTE). If applicant suitable to take on administrative duties also, position could be 0.9FTE.

Tasks will include:

Communications

- Implementing and reviewing the overall media and communications strategy for the Centre
- Seeking out and pursuing opportunities for the promotion of the Centre, its initiatives and resources, and opportunities to encourage lawyers to undertake pro bono legal work
- Compiling and publishing the Australian Pro Bono News online (on the Centre's website and circulated via MailChimp) monthly or as otherwise directed
- Curating and creating content for the Centre's social media platforms (Twitter, LinkedIn) and advising on social media strategy
- Maintaining and reviewing the Centre's web pages and online resources for accuracy/currency; making changes to web content as directed

IT

- Maintenance of the Centre's three websites including webhosting, domain names, managing backend access and from time to time development of new pages or facilities. WordPress experience valued.
- Maintenance of Centre's email accounts on Office 365
- From time to time helping staff in the use of Microsoft Word, Excel and PowerPoint

Administration Tasks (if applying for 0.9 FTE role)

Information management

- Maintaining and updating hard and soft copy filing systems, including registers (Target signatories, PI insurance scheme), journal library and media files
- Maintaining Centre's information management system including updating database of key stakeholders and contacts

Managing incoming and outgoing communication

- Answering the Centre's phone, managing the Centre's emails and postal items
- Maintaining and updating correspondence templates

Office administration

- Assisting in the coordination of meetings and events (including invitations, venue bookings, teleconferences, catering, travel and accommodation)
- Managing major mailing, printing and copying tasks
- Formatting correspondence and reports using Microsoft Word
- Ordering and maintaining stationery, petty cash etc.
- Liaising with the bookkeeper/accountant and with the UNSW Law Faculty on administrative issues such as printer faults, paper and toner supplies and other Centre Precinct issues
- Providing other administrative support to the CEO and staff as requested

N.B. Depending on the skills and experience of the successful applicant, and their own commitments, hours worked for this position are flexible and this position could be for up to 0.9FTE if administration tasks are included in the duty statement.

SELECTION CRITERIA

1. Experience in developing and implementing a strategic media and communications strategy
2. Experience managing social media channels for a business or organisation, a familiarity with Twitter, LinkedIn and Facebook
3. Strong knowledge of administrative and IT needs of small organisation including a working knowledge of WordPress (or the ability to acquire it)
4. Ability to work independently, take initiative, and manage your own workload
5. High level computer literacy
6. Excellent verbal and written communication skills
7. Strong interpersonal skills and the ability to work well in a small team.

An understanding the Australian legal and/or community sector, and an understanding of the provision of services to disadvantaged individuals, groups and communities would be an advantage.

APPLICATIONS

Applications should include a curriculum vitae, cover letter addressing the selection criteria (1-2 pages), and the names and contact details for two referees.

Submit applications by email to info@probonocentre.org.au addressed to John Corker by close of business **19 July 2018**.

Please contact Hsu-Ann Lee on 02 9385 7776 if you require further information about the responsibilities of the role.