



UNITING CHURCH IN AUSTRALIA ASSEMBLY COMMUNICATIONS OFFICER

Position description included below.

APPLICATION PROCESS

Applications for the role should include the following.

- Personal details
- Full name
- Address, telephone numbers and confidential email address
- Date and place of birth
- Nationality and citizenship

Candidate Statement (no more than one page)

A brief Statement of Application outlining what the candidate feels he/she would bring to this position, and what he /she would expect to accomplish in the role.

Response to the Position Description

Candidates are asked to respond briefly to the Skills, Knowledge and Experience criteria listed in the Position Description, and say how you would fulfil them.

A Curriculum Vitae covering

- Positions held, including dates and details of present position and key achievements
- Details of education and professional training and qualifications
- Any other relevant information, such as membership of professional bodies.

Referees

Full contact details of three referees. It is the candidate's responsibility to ensure that their referees are willing to provide reports when contacted.

Short-listed candidates will be contacted to arrange interviews as soon as possible following the closing date.

The deadline for applications is Monday 18 August 2019.

Applicants seeking further information about the position can call Anna Catliffe during business hours on 02 8267 4262 or via email annac@nat.uca.org.au.

Applications should be emailed to annac@nat.uca.org.au



Uniting Church in Australia Assembly

POSITION DESCRIPTION

POSITION TITLE:	Communications Officer
APPOINTED BY:	National Manager, Media and Communications
LOCATION:	222 Pitt Street, Sydney
REPORTS TO:	National Manager, Media and Communications
REPORTING TO HIM/HER:	None
MEETINGS ATTENDED:	Assembly staff meetings Communicators meeting as required Other meetings as agreed with the National Manager, Media and Communications
PURPOSE:	To support the Assembly's Communications unit's work and output across a range of media platforms.

KEY RESPONSIBILITIES:

- Create and curate communications content to promote the positive image of the organisation
- Produce and publish content for external and internal platforms including newsletter articles, media releases, social media posts and other material
- Engage members of the Uniting Church in Australia, its agencies and the community through the strategic use of the Assembly's websites, social media channels and other applications.
- Assist Assembly units with their communications and publishing requirements including the provision of training and support where necessary
- Assist Assembly units with their production, collation and updating of resources to be made available to members of the Uniting Church in Australia and beyond
- Assist in project management of communications for Assembly events and/or publications
- Resource the Assembly Secretariat and carry out administrative tasks and other duties as allocated by the National Manager, Media and Communications

In addition to these tasks, it is expected that the Communications Officer will:

- Have a commitment to social justice and an awareness of significant social justice issues in Australia and more broadly
- Ensure positive, collaborative relationships with other Assembly employees and all Councils of the Church, its agencies and partners.

- Remain up to date with Uniting Church policies, position and media statements

KEY RELATIONSHIPS:

- National Manager, Media and Communications
- Assembly Resourcing Unit staff
- Assembly Secretariat
- Assembly Agency communications staff

COMPETENCY PROFILE

Tertiary Qualifications:

- Bachelor's degree in Media or Communications and/or another relevant discipline

Skills, knowledge and experience:

Essential

- Excellent copywriting and editorial skills and the ability to write/produce online content through a range of channels (including web, email, social media) for a range of audiences.
- A strategic approach to communications particularly in relation to websites and social media.
- Competence in web production, administration and graphic design skills.
- Basic competence in photography and video production.
- Ability to commission work from external suppliers (designers, developers, printers, contributors etc.)
- A sound level of understanding of the Australian political system, news and media
- An understanding of regulatory compliance for publication in respect of copyright, privacy and other areas.
- Highly developed relational skills and the ability to work with organisational complexity.
- Ability to work independently with minimal supervision, manage multiple tasks and prioritise workloads under pressure.
- Competence in Microsoft Office Software, Photoshop and Social Media platforms
- Ability to work within the culture and values present in mainstream church life and the ethos and social justice framework of the Uniting Church in Australia.

Desirable but not essential

- Prior experience in a media or communications environment
- Current or recent experience in digital content, web content or website coordinator
- Current membership of the Uniting Church

POSITION APPROVED BY: The General Secretary
DATE: 29 July 2019

Information about Uniting Church in Australia

The Uniting Church in Australia, the third largest Christian denomination in Australia is the first church to be created in and of Australia. According to the 2016 Census, more than 870,000 Australians claim association with the Uniting Church. On any Sunday members of more than 2000 congregations worship at a Uniting Church including many congregations that worship in languages other than English. Our churches can be found deep in the heart of our cities, or in our most isolated and outback towns.

The Uniting Church is governed by a series of inter-related councils, each of which has its tasks and responsibilities in relation both to the Church and the world. The Uniting Church Assembly is the national council of the Church and has responsibility in matters of doctrine, worship, government and discipline. It sets national policy and promotes the Church's mission in the world. The Assembly also establishes standards of theological education and provides for the reception of ministers from other communions. It also has responsibility for international ecumenical relationships.

The Assembly works through a number of agencies, units and other groups. These include UnitingWorld, the agency with responsibility for overseas aid and development and managing the Church's partner church relationships; UnitingCare Australia advocates for policies and programs that will improve quality of life for the people served by the UnitingCare network, which is the largest provider of aged care services in Australia; Frontier Services provides practical, pastoral and spiritual care by funding chaplaincy in rural and remote Australia and advocating for their needs; and the Assembly Resourcing unit, a multi-disciplinary unit that works in areas of justice, doctrine, worship, Christian unity, multicultural and cross cultural ministry, education, evangelism, discipleship and relations with other faiths.