



Position description

Position:	Communications and Engagement Officer
Reports to:	Corporate Services Manager
Supervises:	May supervise sub-contractors and support staff in relation to project deliverables
Location:	Mareeba or Georgetown, Queensland
Classification:	Level 3.1
Employment terms:	Part time (45-60 hours per fortnight)
Salary Range:	Commencing wage \$88,349 per annum full time or \$45.31 per hour.

About Gulf Savannah NRM

Gulf Savannah NRM is a not-for-profit natural resource management company and a registered charity, working with the people and communities of the Northern Gulf region to create opportunities for current and future generations. We balance social, economic and cultural interests to maintain environmental values and healthy ecosystems. The Gulf Savannah NRM team works from offices in Georgetown, Croydon and Mareeba, delivering services that support vital landscapes, vibrant communities and thriving futures.

Our VISION

Vital landscapes. Vibrant communities. Thriving futures.

Our PURPOSE

Integrated delivery that lands

Our VALUES

Trust from the ground up

Community and environmental resilience and capacity

Individual & organisational diversity and competence

Our team as high performing, engaging, and adaptable

About this role

This role will work as part of a multi-disciplinary team across the organisation delivering meaningful social and environmental outcomes for the Northern Gulf region. The Communications and Engagement Officer will deliver digital and print communications for a range of environmental and sustainable agriculture projects and will also support our corporate philanthropy and gifting program with targeted communications and donor relationship management. We are looking for a person with a creative eye and technical aptitude for communication, advocacy and impactful storytelling through print and digital communications and social media. Ideally, the successful applicant will have an empathy for remote and regional Australia and an understanding of environmental issues affecting North Queensland.

Duties of role

To achieve the outcomes required by this role, you must be able to:

- Model Gulf Savannah NRM's corporate values through values-based behaviors – being trustworthy, striving to build capacity and resilience of our communities and the environment, valuing diversity and competence, and contributing to our high performing, engaging and adaptable team.
- Develop and deliver creative communications products for projects, including digital media products, newsletters, information booklets and flyers, short videos, and posters. This may include engaging and managing contractors as required.
- Produce content for the Gulf Savannah NRM website and social media platforms.

- Work with Program Managers to develop compelling funding proposals and informative, engaging donor reports and submit within required timeframes.
- Design and produce communications materials targeted to potential donors that tells the story of the unique environments of the Gulf Savannah region, the threats it faces, and the impact of Gulf Savannah NRM's work.
- Coordinate the delivery of meetings, webinars and other events for members, donors and potential donors, and volunteers.
- Assist in identifying potential philanthropic funding opportunities and building relationships with potential funders, major donors and bequest prospects.
- Manage donor stewardship activities and maintain accurate and up-to-date donor records.
- Contribute ideas to improve the donor experience and build a culture of gratitude.
- Support the CEO to develop and deliver on a Strategy for Gulf Savannah NRM's Gift Fund.
- Support the delivery of Gulf Savannah NRM's corporate communications strategy.
- Comply with all Gulf Savannah NRM policies and procedures.

Key skills and attributes

Within the context of the duties described above, the ideal applicant will be someone who has the following attributes:

- The ability to contribute to a positive team environment that builds trust and recognizes everyone's contributions.
- Excellent relationship building and negotiation skills with the ability to work effectively with colleagues, community stakeholders, farmers and graziers, Traditional Custodians, partner organisations, as well as potential donors.
- Highly organised with excellent time management skills and an ability to work across multiple projects and manage competing demands.
- Keen visual/aesthetic sensibilities and experience in multi-media storytelling and graphic design.
- Outstanding verbal and written communication skills, with the ability to design and deliver effective fundraising, marketing and communications strategies. Strong copywriting skills and the proven ability to write effective fundraising communications.
- High level of computer skills and experience using Microsoft office, audio-video editing software and graphic design software.
- Experience in event coordination would be highly regarded.
- Experience in public speaking, workshop and/or webinar facilitation would be highly regarded.
- Experience working in the not-for-profit NRM, community or environmental sector would be highly regarded

Mandatory Requirements

Qualifications & Experience

- Formal qualifications in Communications, Journalism, Public Relations, Event Management or related field.
- Demonstrated experience in communications, fundraising, donor relations, or relationship management, preferably in the not-for-profit sector.
- Demonstrated proficiency in social media management, email campaign platforms (e.g. Mailchimp), content management systems (e.g. WordPress), and graphic design tools (e.g. Canva).

Licences

- You must hold a C Class Driver's License.
- You must hold a current Blue Card (Working with Children Card) or be able to obtain one on commencement of employment. It is a requirement of the position to maintain a Blue Card for the duration of employment.
- Successful candidates will be required to undertake first aid and cultural awareness training.

Other Requirements

- On occasion, GSNRM staff may be required to travel and undertake tasks outside normal work hours. Gulf

Savannah NRM does not offer paid overtime however a Time Off in Lieu Agreement (TOIL) can be entered with the approval of the Chief Executive Officer prior to being accrued.

- It is a standard requirement that successful applicants agree to undertake a pre-employment medical and random drug and alcohol testing when required by Gulf Savannah NRM.
- This role will require occasional travel throughout the region, and may also require travel to other locations within Queensland and interstate. The ability to spend nights away from home and attend occasional after-hours or weekend functions is a requirement of the role. Gulf Savannah NRM supplies a vehicle for work related travel.
- To be appointed you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia permanently.

Selection Criteria

1 Management Accountability <ul style="list-style-type: none"> • Project management experience, including workplan development, budgeting and monitoring, evaluation and reporting, preferably in a not-for-profit, grants-based organization. • Demonstrated time management skills with an ability to manage multiple projects and meet deadlines. • Ability to connect people to the organization and its vision.
2 Technical Responsibilities <ul style="list-style-type: none"> • Excellent copywriting and proofreading skills and experience in preparing media releases, print and digital media content. • High level of design skills for the production of newsletters, magazines, digital and print media. • Experience in audio-visual editing and the production of short video clips. • High degree of computer literacy including proficiency with Microsoft Office suite. • Experience in public speaking, workshop facilitation and coordinating webinars. • Experience in event coordination • Strong attention to detail and experience in maintaining accurate records
3 Partnerships and Communication <ul style="list-style-type: none"> • Demonstrated ability and willingness to work effectively with diverse stakeholder groups and build and maintain strong relationships. • Demonstrated ability to communicate effectively and deliver clear and consistent messages in both written and verbal communications, tailored to the target audience. • Demonstrated ability to work across teams of people with different skills and expertise.
4 Problem Solving <ul style="list-style-type: none"> • Demonstrated ability to identify and analyze problems, and develop practical and innovative solutions. • Demonstrated ability to present data and information to tell a compelling story.
5 Workplace Health and Safety and Personal Conduct <ul style="list-style-type: none"> • Knowledge of relevant Workplace Health and Safety considerations, in particular in relation to travelling and working in regional and remote locations. • Demonstrated awareness of ethical conduct and a willingness to reflect Gulf Savannah NRM's corporate values in all aspects of work • Demonstrated awareness of real and perceived conflicts-of-interest.
6 Qualifications and Experience <ul style="list-style-type: none"> • Tertiary qualifications in a relevant field, plus relevant work experience • Current open 'C' class driver's license is essential • Four-wheel drive vehicle experience is desirable • Working with Children Blue Card, or ability to obtain.