

Media and Communications Manager Temporary Position Description



About ACCAN

The Australian Communications Consumer Action Network, ACCAN, is Australia's peak body representing the interests of all consumers in communications issues. ACCAN is an important and independent consumer voice promoting the accessibility, quality of service, affordability and availability of communications services for all Australian consumers with particular concern for vulnerable consumers whose needs are underrepresented. ACCAN is a not-for-profit company.

ACCAN's role is to:

- promote the accessibility, affordability and availability of services for all Australians;
- advocate on behalf of consumers on telecommunications laws affecting consumers, law reform, policy development and in relation to industry practices;
- participate in regulatory and co-regulatory activities; and to contribute to the development of Government policy in telecommunications and communications, making markets work well for consumers,
- manage a community grants program;
- promote the development of Australian ICT resources;
- develop a strong, co-ordinated voice for consumers and to represent and advocate on behalf of consumers to government, regulators and the telecommunications/communications industry;
- undertake research, policy development and education;
- facilitate access to and dissemination of information to consumers, consumer representatives and consumer organisations.

Job Summary

The purpose of the Temporary Media and Communications Manager role is to:

- oversee all external communications, including media releases, newsletters, website content, quarterly magazine, members communications, social media and smartphone application
- Develop and drive media strategies and ensure ACCAN is well represented in all forms of media;

- Build the profile of ACCAN activities including its policy submissions, grants projects, research and events.
- Promote ACCAN consumer education messaging and materials.

Duties

Media & Communications

- Develop and implement communications strategies for the organisation
- Provide timely responses to requests from media outlets (including being on-call outside of normal business hours)
- Assist the CEO who is ACCAN spokesperson
- Monitor and analyse relevant communications issues and identify opportunities to promote ACCAN activities
- Create, implement and manage media and social media strategies.
- Support ACCAN's outreach activities
- Act as content manager and primary editor for the ACCAN website
- Production of ACCAN's newsletters, annual report, magazine and corporate material

Other Duties

- Prepare regular reports and analysis on ACCAN's media and communications activities
- Assist with consumer enquiries
- Assist with ACCAN events
- Other duties as assigned by the CEO

Qualifications

Relevant tertiary qualifications in media, marketing, communications or public affairs with several years' experience in a media or communications role.

Essential Skills for position

- Commitment to the effective representation of consumers
- Outstanding written and verbal communication skills and the ability to write a wide range of content for various platforms and audiences
- Demonstrated experience in media liaison and deep media contacts
- Interest in consumer issues
- Demonstrated capacity to work autonomously and to tight deadlines as a key part of a small team
- Editing and production experience across different formats

Desired Skills for position

- Experience working in the not-for-profit sector and in a public policy environment
- Experience writing for web and in use of content management systems

Terms and Conditions

This is a temporary full-time position for 8-10 weeks commencing as soon as possible.

An attractive salary package will be negotiated with the successful candidate.

ACCAN is an EEO employer: women, Aboriginal and Torres Strait Islander peoples, persons with disabilities, and people from culturally, linguistically and religiously diverse backgrounds are encouraged to apply