**FEDERATION OF VICTORIAN TRADITIONAL OWNER CORPORATIONS**

**JOB DESCRIPTION**

**Job Title:** Communications and Media Advisor

**Location:** 12-14 Leveson St North Melbourne, Victoria

**Position objective:** Provide advice on and support the Federation’s communications, media and social media and events and publications activity to best position and profile the work of the Federation to support outcomes for Victorian Traditional Owners in accordance with the principles of self-determination.

**Background:** The Federation is the Victorian state-wide body that convenes and advocates for the rights and interests of Traditional Owners while progressing wider social, economic, environmental, and cultural objectives. We support the progress of agreement-making and participation in decision-making to enhance the authority of Traditional Owner Corporations on behalf of their communities.

 Our vision is that Traditional Owners are strong on Country, leading the social, political, economic, and cultural landscape delivered through our purpose which is to facilitate and amplify Traditional Owner voices to self-determine their futures and to build on and strengthen collective interests and opportunities. We work through our values of **Community, Culture, Country & Collaboration** to embed recognition, empower self-determination and enable capacity.

**Reports to:** Operations Manager, working with Strategic Communications Advisor and CEO as required.

**Employment Type:** This is a fixed term position for two years. Hours are negotiable for 4-5 days/week.

**Classification range:** Level 2.1 – Level 2.6 ($79,517 - $96,084 FTE) depending on experience. 6 weeks annual leave. Salary sacrifice options are available.

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**Key Duties**

* Deliver communications and media advice that support the goals and values of the Federation and Victorian Traditional Owners and enables the Federation, its members and the broader sector, to ‘tell its story’.
* Provide support to managers to help manage risks and to capitalise on opportunities, in both proactive and reactive contexts, including through monitoring of the news media and in developing communications and media responses.
* Develop relevant, engaging and targeted communications on a range of platforms, including websites and social media sites.
* Support the Federation to implement communication plans for programs and events.
* Identify relevant media opportunities and undertake the coordination, preparation, and reviewing of key documents.
* In conjunction with the Federation staff, support Traditional Owner Corporations to develop relevant opportunities for engagement, communications and advocacy.
* Coordinate the production of the annual reports of both First Nations and the Federation.
* Maintain the websites for First Nations and the Federation ensuring the content relevant, consistent and accurate.

**Key Competencies**

* Demonstrated experience in any of the following areas: media, journalism, communications, public or government relations.
* Technical expertise in one or more of the following areas: communications, media, public relations, government relations and/or journalism.
* Excellent writing, editing and proofreading skills across various platforms, with the ability to adapt to different audiences
* Highly skilled at using a range of Microsoft applications, such as Excel and Word as well as the ability to effectively utilise social media platforms, including Facebook, LinkedIn, and Twitter.
* Highly organised with the ability to prioritise workload to meet deadlines.
* Keen attention to detail with the ability to maintain quality of work under pressure.
* Excellent written and verbal communication skills
* Relevant tertiary qualification
* Current Victorian Drivers Licence.

**Highly Desirable Competencies**

* Demonstrated ability to research, write and edit speeches, media releases and briefing papers.
* Knowledge and understanding of the political, social and economic issues affecting Aboriginal Victorians and the ability to work collaboratively with Aboriginal people.
* Knowledge and understanding of government and media resources and stakeholders.