

POSITION DESCRIPTION

POSITION:	Communications Manager
LOCATION	99 Elgin Street, Carlton, VIC, 3053
EMPLOYMENT:	2-year fixed-term contract
FTE:	Full time
REPORTING TO:	Director of Strategic Communications

About Penington Institute

At Penington Institute, we believe in approaching drug use in a considerate and practical way to make individuals and families safer and healthier.

Frank and fiercely independent, we connect lived experience with research to improve the management of drugs – including alcohol and pharmaceuticals – through community engagement and knowledge sharing.

Our default as a society has been to pour scorn on those who use drugs and judge them harshly by seeing their problems as self-inflicted. But human beings are complex, and so is this issue.

Judging is easy. Helping is more of a challenge.

Help us rise to the challenge by joining our team.

Help us to achieve our goal: to help communities and frontline services reduce drug related harm and to make public policy work for the people, not against them. We won't ever give up on this goal, or the people it exists to serve.

The role

This is an exciting opportunity for an experienced communications professional with a background in public relations, media, campaign management, or communications within government, politics, or non-profit sectors to contribute to significant positive change.

Ideally, you will be a highly skilled communications all-rounder with outstanding team leadership skills who can drive us towards our goals.

Reporting to the Director of Strategic Communications, and managing a small team, you will be responsible for ensuring we meet our organisational goals and build the profile and influence of Penington Institute amongst our target audiences.

This role is dynamic and fast paced. We are looking for someone who thrives in environments that are high pressure and at times require some juggling and sharp prioritisation.

Key priorities for the role will include maintaining high level oversight of the communications function ensuring the team smoothly and successfully delivers all projects and activities on time and with intended outcomes.

Desired skills and qualifications

- A bachelor's degree in a related field such as public relations, journalism/media, marketing, or communications.
- 5+ years' experience in PR/media, campaign management, or corporate communications.
- Solid relationship management skills and experience undertaking a range of outreach and stakeholder engagement activities.
- Outstanding project management skills with the ability to work cross-functionally, spanning PR/media, events, fundraising, corporate communications, brand and content management.
- Strong working knowledge of the Australian media and political landscapes.
- Experience leading in a small team of communications professionals.
- Sharp ability to evaluate effectiveness of activities and make appropriate recommendations to ensure continual improvement.
- Excellent writing skills, with a demonstrated ability to write across a variety of channels and for both specialist and mainstream audiences, translating complex technical information into everyday English.
- Experience and proficiency using a variety of communications, relationship management, and digital marketing tools including MS SharePoint, CRM products, email marketing software, social platforms, WordPress, media monitoring software, etc.

Employment Conditions

- Full-time, 2-year fixed-term position available, extension possible.
- Base salary + 11% superannuation + generous tax-effective not-for-profit salary packaging options.
- This role may require work outside of regular work hours and flexibility.

How to Apply

- To apply please email your resume and cover letter outlining your skills, experience and why you want to work for Penington Institute to: a.rolle@penington.org.au
- Preferred candidates will be required to complete pre-employment screening, including a national police check and referee checks.
- Applicants must be an Australian Citizen or Permanent Resident or hold a valid work permit or visa. Work eligibility will be checked as part of the recruitment process.