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<http://www.cpd.org.au>

## Communications Coordinator

The Centre for Policy Development is seeking a communications coordinator to work across both digital and traditional media and PR communications channels, building support for practical, collaborative solutions to some of the most pressing challenges Australia and our region are facing.

We believe our team is our key asset and we are committed to recruiting and retaining talented, ambitious individuals. The successful candidate will be based in CPD's Sydney or Melbourne office, with hybrid and remote work practices available.

### About you

You have at least two years' experience in professional communications work, perhaps in an NGO, government, agency or in house role, and you are looking for your work to make a difference. You are comfortable working with a variety of tools to produce content that connects with the audience you're talking to.

You're probably happiest learning new things, you'll be comfortable asking questions when things aren't clear, and you'll want to make measurable and recognised contributions to work that's in line with your values.

You'll be developing reasonably sound judgment in how you manage stakeholder relationships, and will be eager for support in extending that development. You will understand plans change when there's a good reason, and will be comfortable making trade-offs to ensure the best outcome when that's needed.

You'll be looking to combine a role that extends your skills with providing critical support to maintaining and enhancing our communications approach, output and impact.

### Here's a taste of what you'll do:

This is a varied role that works across both owned and earned communication channels. If you were here in the last few weeks here are some things you might have done, with support:

- Proofread reports ahead of public release
- Produced and scheduled social media assets supporting research and policy outputs
- Built landing pages to house research and policy outputs and direct online audiences to
- Liaised with policy programs on their pipeline of work and helped to plan communications and stakeholder activity to accompany and amplify its impact
- Supported and recorded stakeholder outreach on communications matters
- Drafted and compiled marketing materials for distribution to our supporters, stakeholders and wider network
- Compiled media lists for targeted outreach to reporters, and drafted pitches for reporters and editors
- Maintained and updated media contact lists and stakeholder interactions in our CRM
- Drafted talking points and prepared staff ahead of media activity
- Drafted communications to key stakeholders in our work including research partners, donors,

public officials and advocacy bodies, and assisted in the maintenance of systems to support these communications

- Assisted in the planning of public events and speeches

### Salary + Benefits

\$80,000-95,000 + 11% superannuation.

Our CPD team enjoys the following:

- Being part of a team that is at the cutting edge of changing policies to make Australia and the region better. From tackling climate change to early childhood education; ensuring the wellbeing of future generations to improving employment services; changing policies on migration to enhancing Australia-Indonesia ties, you will be fulfilled by helping to bring about enormous impact. You will also be working with the smartest policymakers and private sector leaders.
- A collaborative culture that will foster your skills, build your career and broaden your horizons.
- Flexible and hybrid working - employees can work from home or another location and can work flexible hours.
- 4 weeks annual leave plus additional leave between Christmas Day and New Year's Day (additional 3-4 days each year)
- Study leave - 5 days per year
- Birthday leave - 1 day per year
- Compassionate leave - 4 days per year
- Personal/carers/sick leave - 10 days per year
- Wellbeing leave - leave after intense periods of work
- Paid parental leave for all parents.
- We are also finalising a salary and benefits policy with more benefits to come shortly
- Birthday gift voucher - \$30
- Floating public holidays
- Access to newspaper and magazine subscriptions
- A pet-friendly work space
- End-of-trip facilities (i.e showers, bike storage)

### About us

The Centre for Policy Development (CPD) is an independent, non-partisan policy institute with offices in Melbourne, Sydney and Jakarta. We confront the toughest challenges facing Australia and the region with a unique collaborative method that creates enduring systemic change. We acknowledge the Traditional Owners of the lands on which we work.

### How to Apply

#### [Apply Now](#)

At CPD, we are committed to promoting equal employment opportunities and fostering a diverse and inclusive team. As part of our dedication to fairness, we will employ a de-identified selection process and we will ask applicants to answer focus questions as part of their application.

We encourage talented individuals from all backgrounds to apply and be a part of our mission to make a positive impact on public policies. Your unique perspective and skills are valued here, and we look forward to reviewing your application.

**To apply for this position, please send a copy of your CV, and answers to the following questions:**

1. Please give a high level outline of how you would develop a communications strategy for a specific execution (campaign, event, report, product launch etc.) of choice - real or hypothetical. Set out what your goal is in the execution and how your strategy would achieve that goal.
2. Please explain how you would use digital communication tools such as CRMs, social media accounts, design and office tools, in order to support an organisation such as ours.
3. Please explain how you would approach collaborating and working with a range of internal and external stakeholders to develop and execute your communications strategies/goals.

**Your responses to the questions should be no more than 150 words per answer**

Please respond to these questions via this [Google Form](#). Please add your CV as an attachment to your application.

Applications close: 24 November 2023

If you have any questions about this position, or about the application process, please contact Luana Viana at [jobs@cpd.org.au](mailto:jobs@cpd.org.au).