



Position Description
Communications Coordinator
Mining for Sustainable
Development

Employment Type: Fixed term contract, 0.8FTE with possibility of extending to full time subject to funding

Duration: July 2018 – February 2021

Reports to: Head of Programme, Mining for Sustainable Development

Line reports: N/A

Remuneration Package: AUD \$100,000 p.a. total package pro rata

Location: Melbourne Australia

Overview

Transparency International Australia (TI Australia), the Australian chapter of the world's leading non-governmental anti-corruption movement, is seeking a 0.8 FTE **Communications Coordinator** located in **Melbourne, Australia**, for **Phase II** of the global **'Mining for Sustainable Development'** programme. This programme seeks to achieve real change in combatting corruption in the mining sector and building the capacity of TI Australia as a Centre of Expertise on anti-corruption in mining.

The role requires a highly motivated professional with sound experience in developing and delivering communication strategies across multiple platforms to support civil society initiatives across countries. An understanding of the mining sector would be advantageous.

Organisational Context

Transparency International (TI) is a global movement, composed of more than 100 national chapters worldwide and an International Secretariat in Berlin, Germany. We are united by our shared vision: a world in which government, business, civil society and the daily lives of people are free of corruption. For more than 20 years, TI has played a leading global role in combatting corruption, which is widely recognised to be a serious impediment to economic development and a destabilising social force.

TI Australia has operated as an accredited TI national chapter since 1995, focusing on ways in which Government and Australian-based companies and institutions can address corruption issues both in Australia and abroad.

Led by TI Australia with the support of the TI Secretariat, the **'Mining for Sustainable Development' programme** seeks to enhance the contribution of mining to sustainable economic and human development through a focus on improved transparency and accountability in the award of mining-related permits, licences and contracts across a range of national jurisdictions. Based on the programme's 'bottom up' approach to ensure that change happens at the level where decisions about

mining approvals are made, the primary role of the programme team is to support the participating TI national chapters.

Phase I of the programme has been successfully completed. During Phase I, participating TI chapters **identified and assessed** corruption vulnerabilities in the mining approvals processes in their countries and began building multi-stakeholder networks. Phase II will focus on **addressing** those vulnerabilities at a national, regional and global level through multi-stakeholder engagement, advocacy and policy initiatives.

The Role

The **Communications Coordinator** will develop and maintain communication plans and products targeting a range of audiences and stakeholders across multiple platforms. The Communications Coordinator will be responsible for conveying the Programme's positions and messages, identifying and acting on communication opportunities, and supporting Programme-related fundraising and resource mobilisation efforts at TI Australia. S/he will also provide support to TI Chapters with their communication strategies.

This is a unique and exciting opportunity to contribute to a global initiative designed to generate tangible and lasting change in the fight against corruption, while playing an active part in the organisational growth of TI Australia.

The Communications Coordinator will report to the Head of Programme, Mining for Sustainable Development, TI Australia.

Key Duties

Working with the Head of Programme and the team at TI Australia, and in collaboration with the TI Secretariat in Berlin, Germany, the Communications Coordinator will:

- Develop and deliver a plan to ensure effective communications about the Programme in Australia and globally across multiple platforms including through social, traditional media and events
- Develop content including blogs, opinion pieces and storytelling and manage the website and the Programme's presence on various social media platforms
- Lead on the organisation of events including by creating material, providing communications support in various locations which could be overseas
- Advise and support fundraising staff in preparing and reviewing documentation and other material to be used for engagement with existing and potential donors
- With the support of the Head of Programme and the CEO, engage with media and relevant industry publications including writing and distributing media releases, writing op eds and coordinating media interviews, photo shoots and coverage
- Manage the programme brand across internal and external communications
- Support Transparency International chapters working on the Programme with their communications plans

- Support communications for Transparency International Australia including through contributing to the e-newsletter

Key Competencies

To be successful in this role, the Communications Coordinator will have:

- **relevant professional qualifications** in communications, PR, journalism or a related field or experience in a similar role
- **4+ years of directly relevant work experience**
- **demonstrated experience in producing successful digital content** for different platforms including Facebook, Twitter, and LinkedIn
- be a **skilled communicator** with a passion for distilling complex issues into easily understandable and accessible language to share with a broad ranging audience
- a **demonstrated history of building and maintaining strong networks**
- **demonstrated experience of engaging/working with the media**
- a **good design eye** and an ability to work with external support (web designers, graphic designers, photographers) to continue to build the visual and external profile of Transparency International
- **experience in Wordpress or similar interface** to manage the Transparency International Australia website
- **demonstrated experience of engaging/working with or within civil society organisations** and a sound understanding of their role in advocating for change
- fluency (written and spoken) in English required, with business level Spanish an advantage

Personal characteristics

The Communications Coordinator will demonstrate the following qualities:

- be pro-active, show initiative and be results driven
- able to work collaboratively and flexibly with multiple and culturally diverse stakeholders (internally and externally);
- comfortable working in a small office as an integral member of a team
- a high level of personal maturity, self-awareness, self-management, and integrity;
- energy, drive, resilience and focus, and the capacity to flourish when responding to complex and competing demands;
- demonstrated ability to develop creative solutions to complex problems; and
- passionately committed to transparency and anti-corruption and motivated by the challenge and opportunity of making a positive difference by combatting corruption both in Australia and around the world.