

Job Title:	Communication and Engagement Advisor	Location:	Nationwide
Team:	Projects and Partnerships	Position Type:	Full-time
Award:	Social, Community, Home Care and Disability Services Industry Award 2010	Level:	4
Reports to:	Projects and Partnerships Director		
Primary Job Purpose			
<p>The Communication and Engagement Advisor is responsible for working across teams to develop and implement strategic communication and engagement activities to support the objectives of FARE’s Health Promotion programs and projects, including the National Awareness Campaign for Pregnancy and Breastfeeding Women (the National Campaign).</p>			
Responsibilities			
<ul style="list-style-type: none"> • Play an active role in the development, implementation and evaluation of FARE’s communications and engagement strategies and activities for the National Campaign. • Develop key messages and create compelling, responsive and on-brand written and/or multimedia content for use across media, print and digital (such as marketing materials, briefs, articles, resource packs, websites, social media, video concepts, and presentations). • Assist in periodic evaluation and reporting on communications and engagement outcomes. • Proactively manage relationships with staff across teams to ensure they are engaged as appropriate, consulted and briefed in a timely manner. • Build and maintain relationships with external stakeholders, as required, including working with funders, partner organisations, consultants, contractors, and agencies. • Provide communications and engagement support and advice to the Projects and Partnerships Director. • Perform other duties as directed by the CEO and/or Projects and Partnerships Director. • Apply the principles and practices of FARE and adhere to the company’s Values and Code of Conduct. • Adhere to all the requirements of the Work Health & Safety Act and Regulations, both personally and in relation to the other staff and the company in general. 			
People Management	The position has no direct line management responsibilities.		
Budget Management	The position has no direct budgetary responsibilities.		
Capabilities			
Qualifications/ Experience	<p>Essential:</p> <ul style="list-style-type: none"> • At least 3 years’ experience in a health promotion, communications, public relations, media, or stakeholder engagement role. • Demonstrated experience and skills in developing and implementing strategic communications and stakeholder engagement strategies. • Relevant tertiary education qualifications in health promotion, communications, marketing, stakeholder engagement or related field. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience or involvement with health promotion and/or behavior change campaigns. • Experience working with Aboriginal and Torres Strait Islander peoples and Aboriginal community-controlled health organisations. 		

Knowledge/skills	<ul style="list-style-type: none"> • Demonstrated high-level communication skills that are adaptable to the priorities of the organisation (health promotion, public policy, campaign and organisational communications). • Ability to tailor messaging to varied audiences and channels. • Understanding of the importance of an audience-first approach, informed by research, insights and evaluation. • Strong organisational and stakeholder management skills. • Advanced computer skills, including Microsoft Office products. • Ability to exercise sound judgment and initiative. 		
Personal Attributes	<ul style="list-style-type: none"> • Genuine interest in and passion for contributing to FARE’s vision. • High level of emotional intelligence and self-awareness. • Ability to work to a deadline, in a fast-paced environment, while being flexible and open to change • Can work autonomously and as part of a team, including supporting colleagues in their responsibilities. • Commitment to continuing professional and personal development. • Ability to build strong relationships including quickly establishing rapport with internal and external stakeholders. • Passion for contributing to a values-based, high performing and effective team environment. 		
Reviewed By:	Joanna Le	Date:	16/1/2023
Approved By:	Caterina Giorgi	Date:	2/2/2023
Last Updated By:	Ayla Chorley	Date/Time:	22/05/2023