

Communications Manager Position Description



Responsible to: National Co-Directors

Location: Melbourne

Employment Basis: 1 year contract, full time

Salary: \$50,470-56,650 plus 9.5% super

Key relationships: Communications, campaigns & fundraising teams, volunteers, movement partners, media contacts

About the Role:

The Communications Manager will play a key role in telling the story of our campaigns and compelling people to take actions that move Australia beyond fossil fuels and supercharge the transition to 100% renewable energy. You will manage a powerhouse team of staff to deliver high quality and a high quantity of communications products, you'll write, brainstorm, strategise and create to build a movement of young people to fight for climate justice.

About the AYCC and Seed:

The AYCC is a non-profit, non-partisan organisation building a movement of young people to protect our future from climate change. We are Australia's largest youth-led organisation and one of the most effective organisations dedicated to tackling climate change, with 2,000 volunteers nationally and more than 200,000 supporters. We have four major areas within AYCC:

- **Campaigns to solve the climate crisis** - we run campaigns to make sure Australia moves from fossil fuels to renewable energy as quickly as possible. Our campaigns include:
 - Stopping Adani's dangerous coal mine in Queensland and leaving fossil fuels in the ground for a safe climate future
 - Campaigning for 100% renewable energy from the Government and Opposition
- **Seed Indigenous Youth Climate Network** - led by Aboriginal and Torres Strait Islander youth, this growing network is giving Indigenous young people the skills to Protect Country. Right now, Seed are working on a campaign to stop fracking in the Northern Territory. Check out more at seedmob.org.au
- **Switched on Schools** - each year we educate, inspire and empower tens of thousands of high school students to create change. We do this through presentations, two day summits and then mentor students to lead their own campaigns. Right now, we're supporting the School Strike 4 Climate movement with strategy, logistics and mentoring.
- **Climate Leaders Training program** - we give young people the information, skills, inspiration and support they need to lead climate campaigns in their community.

Our values:

Ambition, Justice, Resilience, Trust, Empowerment, Diversity

Responsibilities Include:

- **Managing** the Multimedia Designer, Data and Tech Manager, and Digital Organiser to deliver high quality comms products and ideas to win campaigns and grow our movement
- **Communicate to AYCC's supporters** at key campaign moments with compelling online and offline asks - this includes writing and sending emails, writing video scripts, blogs, social media content and more
- **Build the traditional media profile** of AYCC by monitoring the media landscape and writing/pitching media releases and opinion pieces (with heaps of support!)
- Implementing AYCC's **small donor fundraising strategy** including email and peer-to-peer fundraising
- With the campaigns team, develop **creative ideas and narratives** for influencing power-holders
- **Support Seed** Indigenous Youth Climate Network in their communications strategies and campaigns

Skills & experience:

- Strong written and oral communication skills, with people from a range of backgrounds
- Ability to think quick, and take initiative
- Experience in people & team management to achieve outcomes, especially with young people
- Organised, attention to detail, and effective time management skills
- Experience with a customer relations management tool (we use NationBuilder) and a high level of computer literacy
- Can work well in a team; shows consideration and respect; accommodates and works well with the different working styles of others
- Passionate about climate justice and working with young people

We are a youth organisation, so we don't expect you to be an expert at everything. Even if you only meet some of these requirements, but you think you're right for the job and are ready to learn, we're keen to hear from you!

How to Apply:

Candidates should submit via email:

- A cover letter of no more than 2 pages addressing the above responsibilities and why you're the best person for the job
- A CV of no more than 2 pages

The AYCC is a youth-led organisation and we seek applications only from those under 30.

Aboriginal and Torres Strait Islander young people, people of colour and LGBTI+ young people are strongly encouraged to apply.

Applications should be addressed to AYCC's Communications Director, Alex Fuller, at application@aycc.org.au, using the subject line 'Application - Communications Manager.

Applications close 5pm Sunday September 15.