

Position Overview

Position Title: Communications Coordinator

Location: Beaufort Centre, L3 82 Beaufort Street, Perth WA 6000

Hours: Full time, 37.5 hours per week

Term: 12-month fixed-term contract

Reports to: Operations Manager

Direct Reporting Staff: as required by AACHWA

Other benefits: Generous salary sacrifice options are available.

Specific terms and conditions of service are detail in a Contract of Employment that is signed by both the staff member and CEO of AACHWA.

Organisational Context

The Aboriginal Art Centre Hub of Western Australia (AACHWA) advocates on behalf of its member art centres located in regional and remote Western Australia. AACHWA delivers professional development programs for managers, boards, and artists; provides recruitment advice and services; and acts as an advocate to, and central point of contact for, Regional, State and Federal funding bodies.

Our Vision: AACHWA is an influential peak organisation with a strong voice, supporting vibrant and sustainable Aboriginal Art Centres across Western Australia.

Our Mission: We work with WA Aboriginal Art Centres to celebrate the strength of our art and culture by:

Promoting: we are a strong voice for art centres

Empowering: we encourage best practice, facilitate targeted training opportunities, and encourage leadership within younger generations

Connecting: we build strong networks with members and partners

Our Values

In our work we are guided by our priority values of Respect, Integrity, Leadership, Imagination, and Collaboration.

Position Overview

The Communications Coordinator will work within the marketing and communications team to develop and deliver AACHWA's communications strategy in line with the organisation's strategic plan. Reporting to the Operations Manager and working closely with the Marketing & Design Officer, the role will be responsible for content across all AACHWA communication platforms and coordinating the delivery of key resources and publications.



Position Impact

The Communications Coordinator is an important new role at AACHWA and will have a significant impact on the organisation and the sector. They will be responsible for key communications such as press releases, resources and publications, project promotion, and platforms such as AACHWA's website, e-news, and more.

Key Responsibilities

Communications:

- In collaboration with the Marketing & Design Coordinator, responsible for the planning, coordination, implementation, and administration of AACHWA's communications strategy and execution.
- In collaboration with all staff, coordinate content for key platforms, including website, e-news, member news, and social media.
- Responsible for the planning, coordination, implementation, and administration of AACHWA's written communications in accordance with AACHWA's strategic plan and communications strategy.
- Effectively controlling AACHWA's written communications from inception, implementation, through to evaluation.
- Coordinate PR, press releases, and responses to stakeholder and media enquiries.
- Contribute to the development and implementation of advocacy writing and writing for impact including reports, letters to media and government stakeholders and campaigns.
- Contribute to AACHWA's strategic objectives and planning across communications and programs.
- Set priorities and monitor work across AACHWA's communications, including using judgement and initiative where work procedures are not clearly defined.
- Provide advice or direction to colleagues on AACHWA's communications where appropriate.
- Develops internal training materials and documentation for AACHWA staff and contractors on media liaison, photography, social media use, and more.
- Assists with visual communications and graphic design where relevant.

Operational:

- Under direction of AACHWA management or CEO, manages relationships with communications agencies and consultants to achieve organizational goals.
- Effective and timely reporting to CEO and management staff on all relevant information, developments, deadlines, and relationships.
- Contributes to reporting to AACHWA board and funding bodies on communications strategy effectiveness, including media monitoring, website stats, and social media engagement.
- Assist with or prepare program budgets in liaison with leadership or financial specialists.
- Assist with increasing or diversifying funding for operational and communications requirements.
- Ensuring relevant reporting and contractual obligations to funding bodies are managed in a timely and appropriate manner.
- With support from Operations Manager, liaises with key funders and partners on compliance with agreed outcomes and shared communications plans.



- Contributes to development and review of relevant internal policies; contributes to compliance with relevant legislation, regulations, and policies.

Administration:

- Develops and maintains relevant contact databases, including media list.
- Ensure effective filing and reference for all completed documentation (including marketing collateral, photography, and videos) according to organisational systems and procedures.
- Contributes to the ongoing maintenance of the shared filing systems.
- Coordinate the publication of key resources and publications, such as the Annual Report, as required and in collaboration with the Marketing & Design Coordinator.
- Responsible for storage and archiving of communications assets, marketing collateral, and media files according to relevant statutory requirements and AACHWA policies.

Advocacy:

- Contribute to the promotion of the work, reputation, and success stories of AACHWA to the community.
- Upholds the mission, values, and standards of AACHWA at all times.
- Builds relationships with government, sector, and broader stakeholders as required by the role.

Relationships

Internal:

- Employees
- CEO

External:

- PR / Communications consultants
- Media
- Government and funding bodies
- AACHWA members
- Aboriginal arts sector
- Other external stakeholders

Qualifications, Knowledge, Skills and Attributes

Essential Criteria:

- Minimum two years' experience in relevant marketing or communications role.
- Highly proficient and broad digital skills, including in Microsoft 365 suite (Word, Excel, Teams, Sharepoint), CRM software, website content management systems, social media platforms, content scheduling software, web analytics, and basic graphic design software.
- Demonstrated experience in managing PR or communications, including media relations, development of press releases and materials, and strategic responses to enquiries or events.
- Willingness and ability to travel to and work in regional and remote areas of Australia.
- Demonstrated skills and experience in copywriting.
- Ability to contribute to strategic communications aligned with operational requirements and strategic plan, including the development of promotional plans and alignment of all marketing content.
- Experience in contributing to development of a strategic communications plan.

**Desirable Criteria:**

- Aboriginality will be highly regarded but is not essential for this role.
- Tertiary qualifications in marketing, communications, PR, or related field.
- Previous experience working with Aboriginal and Torres Strait Islander people.
- Previous experience working in or an understanding of the Aboriginal art sector, particularly Aboriginal art centres.
- Experience with social impact and advocacy communications, such as reports, letters, member communications, contributions to advocacy campaigns, or similar.
- Current and valid 'C' class driver's licence.

Personal Attributes:

- Positive and friendly attitude.
- Excellent interpersonal skills.
- Demonstrated ability to maintain confidentiality and appropriately deal with sensitive information.
- Flexible and adaptable approach to work demands.
- Ability to manage multiple tasks and prioritise.
- Ability to work autonomously and as part of a small team.s

Other Requirements:

- Must be an Australian Citizen / Permanent Resident.
- National Police Clearance.
- Working with Childrens check (WWC)



Enquiries

For enquiries about the position, please contact us by phone 08 9200 6248 or email apply@aachwa.com.au.

Alternatively, visit our website aachwa.com.au/work-with-us for more information.

How To Apply

Please supply the following information when applying for the position:

- A brief covering letter (no more than one page with a font size of 10 to 12 points) setting out your interest in the position.
- Statement addressing the Selection Criteria listed above (no more than four pages with a font size of 10 to 12 points). Please note: applications that fail to address the Selection Criteria will not be considered.
- Curriculum Vitae which details relevant work history.
- Name and contact details of two referees.

Applications for this position are currently open and will be processed on a rolling basis until the position is filled. We encourage interested candidates to apply at their earliest convenience, as the application process will close upon the selection of a suitable candidate. Applications must be marked confidential and are to be sent to the attention of Operations Manager, Aboriginal Art Centre Hub of Western Australia.

Via email: apply@aachwa.com.au

Via post:

Aboriginal Art Centre Hub of WA
PO Box 8059, Perth WA 6000

Email applications are encouraged, and we look forward to receiving your application.