# Position Description

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| This position | Internal Communications Manager (Fixed Term Contract) |
| Your directorate | People Experience |
| Your stream | Organisational Communications |
| You’ll report to | Rachel Jepson – Head of Organisational Communications |
| Reviewed | Insert Date |

# **Uniting’s purpose & values**

When you’re part of Uniting NSW.ACT, you’re part of a diverse, purpose-led team of people who are really making a difference to the world around them.

We contribute to the work and mission of the Uniting Church in NSW and the ACT through social justice advocacy, community services and spiritual care. We provide care and support for people through all ages and stages of life, with a focus on people experiencing disadvantage and vulnerability. Our purpose is to inspire people, enliven communities and confront injustice.

Uniting leaders and employees work together to create a culture that is safe, inclusive, and person-centred. We bring this to life every day through our values: compassionate, respectful, imaginative, and bold.

Uniting acknowledges the continuing sovereignty and rich cultural diversity of Australia’s First Peoples. We pay our respects to all Elders – past, present, and emerging – and to all First Peoples on whose lands we live and work.

Uniting is a Child Safe Organisation committed to promoting the safety, wellbeing and inclusion of children and young people.

**About this role**

# ​This position is responsible for delivering BAU internal communications such as video and written content for key channels as well as supporting different areas across Uniting with their internal communications needs.

# **Your key accountabilities**

You will be an integral member of the Organisational Communications Function in the People Experience Directorate. In this fixed term role within a small team, you will provide BAU internal communications support while other team members focus on a number of major organisational projects and initiatives. You will specifically:

* Source, create and edit high quality content for key channels: Weekly digital newsletter; intranet; Viva Engage.
* Provide internal communications support to different areas of Uniting across campaigns, operational support and awareness days.
* Schedule and promote Uniting’s program of online webinars for employees on a range of topics such as benefits.
* Support the Head of Organisational Communications as needed with creating and publishing resources to support major strategic projects.
* Contribute to the development and evaluation of changes and improvements to the services provided by the team.
* Confidently establish and maintain a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender, and age.

# **Your key capabilities**

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable time frames and works to complete projects, tasks, and duties on time.

**Business Acumen**

* **Organisational Operation -** Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Develops and Grows the Business –** Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# Your qualifications, experience & skills

Qualifications required of you are:

* **​​**A Tertiary Qualification in Communications or a relevant field.

Typically, this role will require 5 or more years’ experience in Internal Communications. You will have excellent written and verbal communication skills, be organised, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

You will:

* Be an excellent copywriter and editor with a skill for writing in plain English
* Have experience with SharePoint and the Microsoft 365 suite. Experience with editing and creating videos in Canva is also desirable.
* Great communication and customer service skills and the ability to get along easily with others
* A gift for working collaboratively with a team and confident flying solo
* Confident in navigating a complex organisation and managing competing priorities.
* Able to problem solve, negotiate, mediate, and resolve conflict
* Great understanding of Work Health and Safety principles and risk management practices

This fixed-term role has been created to support the Organisational Communications team as it navigates a particularly busy period and as such, we are looking for a candidate who is able to work throughout the entire 6-month period. There may be the possibility of an extension to this initial term.

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| Employee Name: |  | Managers Name: |  |
| Date: |  | Date: |  |
| Signature: |  | Signature: |  |