

# The Religious Society of Friends (Quakers) in Australia

## Quakers Australia Communications & Publicity Manager

The **Purpose** of this role is to communicate the work and support the community of Quakers Australia (QA).

This is achieved by a variety of **Functions** including:

- Implementing the **web and social media** strategy for the QA website and social media presence
- Liaising with QA committees and Regional Meetings regarding **promotion**
- Maintaining and suggesting improvements to the QA **websites** to ensure easy access by Friends and non-Friends to current and relevant information
- Monitoring and sharing Australian and international Quaker **activity** including national Quaker concerns, learning resources and committee activities. This may include a periodic newsletter
- Assisting with **outreach** communications including media releases, event promotion and being the primary contact for external stakeholders and enquirers.

**Remuneration** for this role will be 17 hours per week at \$40 per hour. The successful candidate will be an independent contractor. Under Australia law you may be entitled to a superannuation payment to a fund of your choice. As an independent contractor, you will be responsible for paying your own tax and insurance.

The **Length of Service** will be for a term of one-year contract commencing 1 August 2023. An extension of the contract may be negotiated if you and QA agree.

**Skills, experience and personal qualities** should include proficiency with social media platforms, website maintenance and marketing strategies. Good organisational skills are required, as is an understanding of the importance of a safe workplace. Supervising volunteers is expected to form part of this role. The Communications Manager is expected to form part of the QA Information Technology (IT) Committee. Familiarity with the practices and organisation of Quakers would be a strong advantage; an induction will cover this if the successful candidate does not have this knowledge.

**Support** for the position: You will be working most closely with the QA Presiding Clerk and the QA Coordinator. The QA Presiding Clerk will also delegate a Friend (or Friends) to help ensure reasonable workloads and positive relationships.

**More information** is available on the QA website at <https://www.quakersaustralia.info/news/position-open-communications-publicity-manager> or from the QA Presiding Clerk by email to [clerk@quakersaustralia.info](mailto:clerk@quakersaustralia.info)

**Applications** should include a concise resume, the names and contact details of 3 referees and a brief outline of why you feel called to apply for this position.

Applications should be emailed to [clerk@quakersaustralia.info](mailto:clerk@quakersaustralia.info) by 5pm AEST Friday 5 May 2023.