



Advertisement

Communications Coordinator for Mercy Works Ltd

About Us

Established in 2000, Mercy Works is a community development and relief organisation that is part of the vision and mission of the Sisters of Mercy of Australia and Papua New Guinea.

Our **Vision** – Mercy in Action – partnering with the most vulnerable toward opportunity, dignity and self-reliance. Our **Mission** - We are a community development organisation in the tradition of Catherine McAuley. We work in partnership with local community organisations to support the most vulnerable both within Australia, and elsewhere in the Asia Pacific region, with a particular focus on women and children. Our programs strive to build capacity and self-reliance and to foster environmental sustainability. The **Values** which underpin the organisation are mutuality, integrity, compassion and justice.

About the Role

The Communications Coordinator is responsible for providing consistent brand messaging and strategy via various mediums/platforms to help realise Mercy Works' vision.

The Communications Coordinator works closely with the Executive Director to understand and reflect the needs of Mercy Works in how Mercy Works' vision is shared with current and potential partners and stakeholders.

The Communications Coordinator also works with partners and colleagues to demonstrate the impact of Mercy Works' vision.

Responsibilities include:

- † Developing and coordinating the communication and engagement plan.
- † Coordinating the production and distribution of corporate communications via print, electronic and social media.
- † Coordinating the implementation of community education and engagement events, including giving oral presentations to our supporters/donors.
- † Recording and reporting the outcome of communication and engagement activities at appropriate levels of the organisation.
- † Contributing to the performance of Mercy Works: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and modelling Mercy mission and values.
- † Ensuring a safe working environment by taking accountability for own actions and complying with the organisation's WHS policies and procedures.

The position is for 22.5 hours per week over three days, based in the Mercy Works Office in Parramatta, NSW.

About You

1. Degree qualification in communications or a related discipline with contemporary experience managing a diverse communications and engagement portfolio; or substantial contemporary experience managing a diverse communications and engagement portfolio, coupled with ongoing professional development to support contemporary knowledge.
2. Contemporary knowledge and demonstrated experience in designing and executing communication and engagement strategies and campaigns.
3. Demonstrated ability to communicate in various written and oral styles, including content creation and community development and educational presentations.
4. Proven ability to work productively in a cross-functional team environment.
5. A commitment and personal alignment with Mercy mission and values.
6. A willingness and ability to travel, within Sydney and interstate, when required.
7. You must have the right to work in Australia to apply for this job.

Safeguarding Commitment

Mercy Works is committed to creating a culture of safety and respect for all, including prioritising the safety and best interests of all children and adults at risk with whom we have contact. All staff are expected to take all reasonable steps to ensure the protection of children and adults at risk and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

Other details

Mercy Works is a Public Benevolent Institution Employer (PBI), and as such can offer employees a remuneration package with tax benefits including salary packaging. The successful applicant will be required to complete and hold a clear National Police Criminal History Check and Working with Children Check.

If you are a passionate individual, committed to Mercy ethos and looking for your next career opportunity, we would love to hear from you. A copy of the Position Description for the role can be found at <https://www.mercyworks.org.au/job-opportunities>
This position is initially a maximum term contract for 12 months with potential of review and extension.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, legislation, policies, procedures and plans.

Please email your cover letter and resume to mercyworks@mercyworks.org.au or ring the Executive Director Sally Bradley RSM to discuss further by phone on 02 9564 1911. Applications which do not include a cover letter which shows you have researched the Mercy Works organisation and understand the Position Description will not be considered. It will be favourably considered if you are able to provide some samples of your work at the interview process.

Applications close 15 August 2021 – early applications welcome with an initial phone conversation to follow. Interviews will be held at the end of August and ideally the successful applicant will be available to begin in September 2021.