

Mercy Works

Sisters of Mercy

In Australia & Papua New Guinea



Position	Communications Coordinator
Reports to	Executive Director
Grade	
Date revised	2020

Organisational Context

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.

Primary Purpose

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.

Accountabilities

- Develop and coordinate the communication and engagement plan.
- Coordinate the production and distribution of corporate communications via print, electronic and social media.
- Coordinate the implementation of community education and engagement events, including giving oral presentations to our supporters/donors.
- Record and report the outcome of communication and engagement activities at appropriate levels of the organisation.
- Contribute 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.
- Ensure a safe working environment by taking accountability for own actions and complying with the organisation's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by the Executive Director, which are within his/her skills, competence and training.

Essential Criteria

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.

Desirable Criteria

1. Contemporary knowledge and experience in using content management systems, such as e-Tapestry.
2. A clear National Police Criminal History Check.
3. A current Working with Children Check.

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.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date