

EXPRESSIONS OF INTEREST INVITED:

CLOSES DECEMBER 30th 2011



Congress Campaign Co-ordinator

Manager:	Director Corporate Affairs
Contract:	Two years
Salary:	\$85 000 plus Super

Overview of position

Since the inaugural National Congress in June 2011, Congress has been designing ways to engage Delegates and Members in policy development and advocacy and responding to important issues on the national agenda.

Congress Members have told us that their priorities are **health, education, justice, country** and **sovereignty** (including Constitutional recognition). These have been adopted by the National Board as our agenda for immediate action.

The position of Congress Campaign Co-ordinator will work with the Partnerships Manager and Community Engagement Co-ordinator and Policy team to ensure our diverse membership continues to have their say and are mobilised on these priority issues.

Duties

Key duties of this position are:

Research

- Undertake research to build and maintain a database of possible supporters including NGOs, corporate, industry sectors.
- Prepare strategic research and campaign advice, reports and publications.
- Provide support with appropriate research where required.

Campaigning

- Identify and co-ordinate campaigns on Congress priority policies.
- Work with Partnerships Manager to strengthen relationships with Members and build new strategic relationships with external bodies
- Develop and implement all forms of campaign delivery and materials including online

General

- Undertake other Corporate Affairs duties including communications and community engagement as required from time to time

Selection criteria - Required skills, knowledge and abilities

The skills, knowledge and abilities required for this position include:

1. A knowledge and understanding of the major issues confronting Aboriginal and Torres Strait Islander peoples and workers.
2. Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people, including a sound level of knowledge and understanding of both cultures and societies and our protocols from a historical perspective and the issues which impact on us in a contemporary society.
3. Strong analytical skills, and an ability to source a wide range of corporate, industry, financial, economic and policy data and synthesise relevant facts and issues. Attention to detail.
4. Ability to develop, plan and coordinate campaign activities and events.
5. Capable of working effectively in a rapidly changing environment.
6. Well-developed organisational skills with the ability to meet tight deadlines and manage conflicting priorities either autonomously or as part of a team.
7. Good verbal and written communication skills, including the ability to prepare easily readable research and campaign reports, campaign publications and communication materials, as well as prepare and deliver presentations.
8. A commitment to maintaining effective and open communication with colleagues, and ability to work independently as well as cooperatively with colleagues.
9. Ability to develop and participate in the development of policies, strategies and events

Formal qualifications

University qualifications or relevant experience are required for this position.

Delegations of authority: Nil

Positions reporting to this position: Nil

Applications Close: COB FRIDAY 30TH DECEMBER 2011

Please email enquiries or your application to:

Aaron Ross, Director Corporate Affairs. aaron.ross@nationalcongress.com.au

Please include short CV and cover letter succinctly addressing the criteria.