

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Campaign Coordinator</b>
<b>Reports to:</b>	<b>Manager</b>
<b>Date:</b>	<b>8 April 2018</b>
<b>Award:</b>	<b>Social, Community, Home Care and Disability Services Industry Award 2010</b>
<b>Award Level:</b>	<b>Level 6</b>
<b>Employment Status:</b>	<b>Part-time (0.8 FTE) on 6 month contract (June to November 2018 TBC).</b>
<b>Hours:</b>	<b>4 days per week including some hours outside of normal business hours.</b>

## ORGANISATIONAL ENVIRONMENT

Children by Choice is a medium sized not for profit, led by a voluntary Management Committee. The Management Committee is made up of competent professionals, elected annually at the Annual General Meeting. They are responsible for the governance of the organisation but are also called on at times to provide expert opinion on operational matters. The Manager reports directly to the Management Committee, and is responsible for the day to day management and operations of the organisation.

This position is one of a small team of committed paid professionals and unpaid volunteers, led by the Manager, who are dedicated to achieving the objectives of Children by Choice. The team function in a collaborative and consultative work environment with high levels of individual autonomy. The team work cooperatively to deliver high quality, evidence based information and services. The organisation's annual reports, including the strategic plan, are available on the Children by Choice website and outline the current priorities and values of the organisation.

## ABOUT THE POSITION

This position is being funded by a philanthropic donation to Children by Choice to resource a dedicated paid position to coordinate a Queensland abortion law reform campaign. The Queensland Law Reform Commission is currently examining how to modernise and clarify the law in relation to termination of pregnancy, and has been asked to draft legislation in line with these recommendations. Timelines for this campaign are subject to political process and applicants therefore should be aware that the length of this contract may need to be adjusted accordingly.

## KEY RESPONSIBILITIES

Coordinate and implement an effective and inclusive campaign to support abortion law reform in Queensland, including community and stakeholder engagement, political advocacy, media and communications, and volunteer support and supervision.

### Community and stakeholder engagement:

- Maintain and expand relationships with current and potential partners and organisations, individuals, communities, and appropriate representative groups to increase public and visible support for abortion law reform.

- Support organisations and individuals to ensure maximum uptake of opportunities for campaign involvement including through any parliamentary committee processes, expert submissions, media, online campaign activities, and volunteer and MP engagement.
- Collaborate and engage strategically with other groups already active in the campaign, to advance abortion law reform.

#### Political advocacy:

- Work with partners inside and outside the political arena to ensure parliamentary support for law reform, including strategising on-the-ground work in target electorates.
- Liaise directly with parliamentarians in favour of law reform to provide support throughout the campaign.
- Provide accurate and evidence-based information to parliamentarians on all aspects of law reform to build and solidify support for abortion law reform.

#### Media and communications:

- Develop and execute a media plan to ensure positive and evidence-based coverage of all aspects of the campaign, including maintaining and expanding working relationships with media outlets and journalists, and providing them with access to high quality information and experts.
- Oversee the maintenance and development of the campaign website, social media and all online and print resources, to ensure consistent messaging.
- Monitor and report on communications activities across all platforms for efficacy, accuracy, and consistency of brand.
- Ensure the campaign is generating up to date, accurate and evidence-based content throughout all communications activities.
- Lead the planning and preparation of any necessary submissions, briefing papers, and other pieces of communications to support the law reform process.

#### Project Management

- Develop and implement an abortion law reform campaign plan in collaboration with key stakeholders.
- Partner with and support key stakeholders to achieve the objectives of the campaign plan.
- Coordinate the activities of key volunteers (including the volunteer campaign committee) and active supporters and provide any necessary supervision or advice on campaign strategies or activities.
- Recruit and manage volunteers to assist with the campaign as needed in a variety of locations and settings.

All members of the Children by Choice team are expected to carry out the following:

#### General

- Collaborate effectively with other team members, including shared projects, staff meetings and day to day activities. Assist and support colleagues when they may be experiencing a peak client workload or high demand period, including responding to inquiries via phone or social media.
- Maintain and apply up-to-date knowledge of the evidence and best practice in your field, and work with the team to jointly identify and participate in skills development appropriate to your role and annual work plan.
- Support and supervise volunteers and university students on placement where relevant to your area/s of expertise.

- Plan your time effectively to manage competing demands, including work/ life balance.
- Assist the team to report effectively to management and stakeholders.
- Observe the policies and procedures of the organisation.
- Contribute to Children by Choice's collective efforts, such as strategic planning, position papers and public events.

## **SELECTION CRITERIA**

To be successful in this role, you will be able to demonstrate the following skills and abilities:

### **ESSENTIAL**

1. Commitment to the vision, mission, values and objectives of Children by Choice Association Incorporated, including a woman's right to choose abortion and pursuing successful abortion law reform in Queensland.
2. Demonstrated experience in effectively lead campaigns for social change, utilising consensus and collaborative decision making processes including negotiation skills.
3. Proven ability in program management, program development, coordination and evaluation, through working proactively and collaboratively, and managing timelines and budgets.
4. Demonstrated computer skills, including a comprehensive understanding of software packages such as Microsoft Office and the ability to use the internet, email and social media platforms effectively and efficiently.
5. Thorough knowledge of the Queensland political landscape and experience in political liaison and relationship building across party lines.
6. Demonstrated ability to manage media and generate positive campaign coverage, including the ability to act as a spokesperson for the campaign.
7. Proven ability to develop, strengthen and maintain constructive relationships with a broad range of organisations and individuals.
8. Well-developed interpersonal and communication skills including excellent verbal and written communication skills, attention to detail, and the ability to convey information clearly and concisely in a manner appropriate to the audience, such as report writing and public speaking.
9. Exceptional organisational skills with the ability to work autonomously including excellent time management, problem solving and demonstrated ability to meet deadlines and effectively manage competing work priorities.

### **DESIRABLE**

- Previous experience in sexual and reproductive rights campaigning.
- Knowledge and awareness of abortion law in Queensland, current issues relating to access and equity of services, and areas of contention likely to arise during the campaign.

## **APPLICATION PROCESS**

To apply: please send a cover letter, responses to the selection criteria (no more than three pages) and CV, by email to [admin@childrenbychoice.org.au](mailto:admin@childrenbychoice.org.au) before 9am on Monday May 21 2018.

**Please note:** late applications or applications that do not address the section criteria will not be considered.

Only candidates shortlisted for interview will be contacted and interviews are scheduled to take place on May 23 and 24 2018 at our Brisbane office. No recruitment agencies please.

Any enquires can be directed to Kate Marsh on 07 3357 9933 ext 3 or [katem@childrenbychoice.org.au](mailto:katem@childrenbychoice.org.au).