

## POSITION DESCRIPTION

**Position Title:** Communications and Partnerships Officer  
**Part time position 0.8 EFT, 30.4 hours/week**  
**12 month Fixed Term Position**

**Reporting to:** ANTaR Victoria Committee of Management

**Salary:** SACS AWARD, CD Work, class 2b

**Location:** 67 Brunswick St, Fitzroy

**Date:** 17 July 2009

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## ABOUT ANTaR VICTORIA

ANTaR Victoria was formed in 1997 under the banner 'Defenders of Native Title' to preserve the integrity of the Mabo and Wik High Court judgements. Since then, ANTaR Victoria's focus has broadened to shift government policy in favour of the basic rights of Indigenous peoples to land and resources and based on the principle right of self-determination, the opportunity, time and support to build their own futures. But largely, ANTaR Victoria's focus has been to disseminate information, educate and raise awareness among the non-Indigenous community about Indigenous rights and to reduce explicit and implicit racism.

ANTaR Victoria is an independent, not for profit, membership organisation housed within the Brotherhood of St. Laurence (BSL) in Brunswick St Fitzroy. ANTaR Victoria relies on the support of its members, local groups, Committee of Management and many volunteers to organise events, run campaigns and conduct community education workshops to inform and educate non-Indigenous people and impact on public policy.

ANTaR Victoria is affiliated with ANTaR National and a federated body of similar state/territory organisations. For more information about ANTaR Victoria please visit [www.antarvictoria.org.au](http://www.antarvictoria.org.au).

## ANTaR VICTORIA's VISION

ANTaR Victoria has a vision for a community that realises justice for Aboriginal and Torres Strait Islander peoples, values their diverse cultures and recognises their inherent rights to self-determination, land, heritage and connection to culture.

## ANTaR VICTORIA's GOALS

- To support Aboriginal and Torres Strait Islander peoples' public voice on issues of:
  - Self-Determination
  - Land Rights/Native Title Rights
  - Disadvantage
  - Treaty/Treaties
  - Cultural Respect
- To promote respect for Aboriginal and Torres Strait Islander peoples cultures amongst non-Indigenous Victorians.
- To work with Aboriginal and Torres Strait Islander peoples in creating meeting places between the cultures so that reconciliation, based on justice and respect, becomes a reality.
- To become a sustainable organisation to achieve the aforementioned goals.

## POSITION

ANTaR Victoria requires a Communications and Partnerships Officer to assist with the operationalising of ANTaR Victoria's 5-year Strategic Plan. This would include a focus on engagement with key stakeholders/funders, including non-government organisations (NGOs) local and state governments, philanthropic and corporate sectors. The overall purpose of the position is to assist ANTaR Victoria to achieve our goals of long-term financial sustainability and to improve our communications, networking and advocacy capacity. The Officer will also develop key resources and publications for use in campaigns and promotion.

The Communications and Partnerships Officer will work closely with the ANTaR Victoria committee, other staff and an external consultant who will have expert knowledge and experience in the areas of fundraising, communications and marketing and who will provide an advisory and mentoring role to the Officer.

## POSITION OBJECTIVES

- To assist the Committee to operationalise ANTaR Victoria's strategic plan.
- To increase ANTaR Victoria's ability to successfully engage with funders/supporters to build resources and support from the non-government, government, philanthropic and corporate sectors.
- To grow ANTaR's membership and regular donor base and strengthen the services ANTaR Victoria provides to members and affiliated groups.
- To expand ANTaR's merchandising activities, inc. on-line shop.
- To develop other fundraising and social networking strategies, including use of new technologies such as Facebook, blogs, online surveys and websites.
- To undertake advocacy and education campaigns to realise ANTaR Victoria's vision (treaty, land rights, Indigenous rights and cultural respect).
- To enhance ANTaR Victoria's networking and partnerships.
- To enhance ANTaR Victoria's public profile.
- To increase ANTaR Victoria's communications capacity.

## KEY SELECTION CRITERIA

### Essential

- Demonstrated experience working on **communications or marketing projects**.
- Demonstrated commitment and knowledge of **Indigenous issues, or the non-for-profit sector**.
- Understanding of and adherence to the **values of ANTaR Victoria**.
- Demonstrated skills in successful **grant writing and/or submission** work or equivalent experience.
- Excellent **time management skills**, demonstrated ability to meet tight deadlines and the ability to work independently.
- Demonstrated ability to **work as part of a team** and act as an "internal consultant" to **assist program staff and pass on skills**.
- Sound **networking and relationship building skills**, and familiar with social networking tools and new technologies such as Facebook, blogs, online surveys and websites.
- **Excellent writing skills** at a professional level and in developing communications strategies and messages.
- Demonstrated capacity to show **initiative and turn ideas into actions**.

LAND

JUSTICE

RECONCILIATION

### **Desirable**

- Demonstrated experience in project management is an advantage.
- Personal qualities in; creativity, analytical thinking, flexibility and conscientiousness.
- Experience relevant to the human services field is desirable.
- Appropriate tertiary qualifications.
- Hold Current Drivers License.

### **CONDITIONS OF EMPLOYMENT**

- Conditions as per Social and Community services award and the ANTaR employment policy.
- This position is 0.8 EFT part-time (30.4 hours per week), spread of hours to be negotiated.
- Salary is based on the Social and Community Services Award, Community Development Worker class 2b. Increment level will depend on experience. Please note that ANTaR pays staff in accordance with the Brotherhood of St Laurence Agreement which is currently pays above award. Salary packaging available.
- Fixed term contract of 12 months.
- A three month probationary period applies.
- Some weekend work and after hours work is required and time-in-lieu will be available.
- ANTaR Victoria is an equal opportunity employer.

### **HOW TO APPLY FOR THE POSITION:**

YOU MUST ADDRESS ALL THE KEY SELECTION CRITERIA (KSC) - (ESSENTIAL and DESIRABLE) in your application. EACH POINT OF THE KSC MUST BE ADDRESSED. The application must be submitted along with a RECENT RESUME.

NOTE: APPLICATIONS THAT DON'T ADDRESS THE KSC MAY NOT BE CONSIDERED.

### **APPLICATIONS**

Applications should be in writing and address the selection criteria. Resume must include details of 3 referees who are available for contact. Applications close **5.00pm 17<sup>th</sup> July 2009** and should be sent to:

Peter Lewis  
Chairperson  
ANTaR Victoria  
67 Brunswick St Fitzroy VIC 3065

Or by email to:

[antar@bsl.org.au](mailto:antar@bsl.org.au)

**For more information about the position or the application process, contact Charlotta Lomas on 9419 3613 or Peter Lewis on 0400 586 617**