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<http://www.cpd.org.au>

## Communications Coordinator

The Centre for Policy Development is seeking a communications coordinator to work across social, web, report and PR communications channels, building support for practical, collaborative solutions to some of the most pressing challenges Australia and our region are facing.

We believe our team is our key asset and we are committed to recruiting and retaining talented and committed individuals. We support flexible work and will consider either full-time or 0.8 FTE for the right candidate. The successful candidate will be based in CPD's Sydney or Melbourne office, with hybrid and remote work practices available.

### Here's a taste of what you'll do:

This is a varied role that works across both owned and earned channels. If you were here in the last few weeks here are some things you might have done, with support:

- Proofread reports ahead of public release
- Produced and scheduled social media assets supporting policy outputs
- Liaised with policy programs on their pipeline of work and helped to plan communications and stakeholder activity to accompany it
- Supported and recorded stakeholder outreach on communications matters
- Drafted and compiled marketing materials for distribution to our supporters, stakeholders and allies
- Compiled media lists for targeted outreach to reporters, and drafted pitches for reporters and editors
- Maintained and updated media contact lists and stakeholder interactions in our CRM
- Drafted talking points ahead of media activity
- Drafted communications to key stakeholders in our work including research partners, donors, public officials and advocacy bodies, and assisted in the maintenance of systems to support these communications
- Assisted in the planning of public events and speeches

### About you

You have a couple of years of professional communications work, perhaps in an agency or in house role, and you want your work to make a difference. You are comfortable working with a variety of tools to produce content that connects with the audience you're talking to.

You're probably happiest learning new things, you'll be comfortable asking questions when things aren't clear, and you'll want to make measurable and recognised contributions to work that's in line with your values.

You'll be developing reasonably sound judgment in how you manage stakeholder relationships, and will be eager for support in extending that development.

You will understand plans changing when there's a good reason, and will be comfortable making trade-offs to ensure the best outcome when that's needed.

You'll be looking to combine a role that extends your skills with providing critical support to building and maintaining effective comms systems as our communications capability develops.

### About us

CPD is one of Australia's leading independent policy institutes. At CPD, we are ambitious for long-term transformative change, and consistently have our eyes on our goals for Australia and our region: a government that is active and effective; a society that expands opportunity and social justice; an economy that is clean, innovative and productive; and a country that is respected for its leadership and cooperation.

You will be joining a smart and energetic team that is courageous with our contribution, but humble in the way we engage. We are committed to listening, learning and growing together.

We build constructive, respectful working relationships and we take equity and inclusion seriously. Our capacity to deliver real impact comes from a talented, collaborative team from a variety of backgrounds and experiences. The best solutions are developed when diverse voices contribute - especially people who are frequently and historically excluded from public policy decisions, and people with lived experience of the challenges our work addresses. We invite First Nations people, people of colour, people with lived experience of forced migration, people with disabilities, members of the LGBTQI+ community, and people without a family history of tertiary education to apply for this role.

To learn more about our work check out our latest [Impact Report](#).

### Salary

Starting at \$80,000 + 10.5% superannuation, with higher salary commensurate with experience and skills. Other employee benefits include a flexible workplace, paid parental leave, study leave, and a collaborative culture that will foster your skills, build your career and broaden your horizons.

### How to Apply

Candidates are invited to apply by emailing a cover note and CV to [jobs@cpd.org.au](mailto:jobs@cpd.org.au) by 5.00pm on Wednesday 28 September 2022.

Candidates can apply directly via Ethical Jobs or LinkedIn. Closing date for this position is 28 September, but we will be interviewing suitable candidates as we shortlist.

We're happy to answer your questions - please contact communications director Lachlan Williams on 0447 682 027 or [lachlan.williams@cpd.org.au](mailto:lachlan.williams@cpd.org.au)

For more information on CPD please visit [www.cpd.org.au](http://www.cpd.org.au).