



Anglican  
Overseas  
Aid

## Communications Lead

**Classification:** SCHADS Award Level 3

**Location:** Melbourne office and hybrid preferred with flexibility negotiable

**Employment Status:** Part-time (0.6 FTE)

**Reports to:** Marketing and Communications Manager

**Manages:** No reports

**Anglican Overseas Aid (AOA)** is an overseas relief and development agency associated with the Anglican Church of Australia. We long to see dignity, equality and inclusion for those experiencing poverty and marginalisation, with an emphasis on gender and climate justice. We choose not to ignore people in need, and work with the broader Anglican community to see the world as God designed it to be, renewed and restored.

### Position purpose

Working within a small yet highly effective team, the Communications Lead will connect Australian Anglicans with people in Africa, Asia and the Pacific living in poverty. With superb communication and graphic design skills, they will be responsible for connecting Australian Anglicans with our global partners through the creation of direct mail appeals, Abundance magazine, Lent and Advent booklets, the annual report, prayer points for partner churches and the AOA website, and other projects as required.

Your strong storytelling skills will work towards a renewed and restored world. This role is required to identify narratives and develop content likely to connect with AOA supporters, and adapt content, tone and style to suit specific segments of AOA's audience.

As Communications Lead, you connect AOA supporters with AOA partners, inspiring action towards a world free from poverty.

Key Accountabilities	Key Tasks	Outcome Indicators
Direct Mail Appeals	<ul style="list-style-type: none"><li>Create the EOFY and Christmas Appeals for Anglican Overseas Aid and Wise Choices For Life</li><li>Project manage appeals from creation to print</li><li>Effectively collaborate with Operations and International Programs teams, Engagement Team and other outside agencies</li><li>Create all appeal documents</li><li>Develop any required advertising</li></ul>	<ul style="list-style-type: none"><li>Appeals are delivered to all supporters on time</li><li>Appeals generate fundraising goals</li></ul>

AOA is Accredited by



A member of



Incorporating



Publications	<ul style="list-style-type: none"> <li>▪ Project manage key print publications, including Abundance magazine, Lent and Advent print publications, Annual Report and Prayer Resources</li> <li>▪ Develop Abundance story outlines for approval by M&amp;C Manager ensuring the content advances AOA's strategic objectives</li> <li>▪ Collaborate with contributing writers, providing a clear brief</li> <li>▪ Develop Abundance resources including content and design</li> <li>▪ Project manage Annual Report from creation to print</li> <li>▪ Work with IP to gather Annual Report content</li> <li>▪ Develop and design the Annual Report</li> <li>▪ Develop and design monthly prayer updates for website and churches, catering to a range of church and theological styles</li> </ul>	<ul style="list-style-type: none"> <li>▪ All publications are delivered to respective supporters on time</li> <li>▪ Digital Lead is able to use content from publications for social media</li> <li>▪ Supporters feel connected to AOA partners</li> <li>▪ The Annual Report has up-to-date information that clearly articulates its identity, programs, achievements and learnings</li> <li>▪ Ensure Annual Report is provided to CEO and Finance in time to meet ACNC, ACFID and Board obligations</li> <li>▪ Up-to-date prayer resources that cover a variety of partners are distributed to supporters</li> </ul>
Brand Alignment	<ul style="list-style-type: none"> <li>▪ Ensure supporter communications that the Communications Lead produces are aligned with the AOA brand and identity</li> </ul>	<ul style="list-style-type: none"> <li>▪ All supporter-facing content that the Communications Lead produces is aligned with the AOA brand and tone</li> </ul>
Presentation and Accuracy	<ul style="list-style-type: none"> <li>▪ Ensure written communications align with AOA style, and are accurate and error-free</li> </ul>	<ul style="list-style-type: none"> <li>▪ All supporter-facing content aligns with organisational written style and tone</li> <li>▪ All supporter-facing content is factually accurate, with correct grammar and spelling</li> <li>▪ All output aligns with relevant regulatory codes and policy, such as DFAT, ACFID and AOA policies</li> </ul>
Project Administration	<ul style="list-style-type: none"> <li>▪ Manage administrative tasks associated with content development, such as maintaining photo library and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Photo library is regularly updated with any new photographs taken by Communications Lead, consent is clearly indicated next</li> </ul>

	project files in collaboration with others <ul style="list-style-type: none"> <li>▪ Provide communications support for ad hoc internal requests in collaboration with Marketing and Communications Manager</li> </ul>	to photographs <ul style="list-style-type: none"> <li>▪ Project files are maintained in central SharePoint database and accessible to other team members</li> </ul>
Time management	<ul style="list-style-type: none"> <li>▪ Manages capacity across the year to ensure all project deliverables are delivered on time</li> <li>▪ Manages project timelines and communication to ensure effective collaboration with other organisational stakeholders</li> <li>▪ Proactively liaises with AOA print house to ensure projects across the year are delivered on time</li> </ul>	<ul style="list-style-type: none"> <li>▪ Projects are delivered on time, and meet internal milestones such as print deadlines</li> <li>▪ Stakeholders such as CEO, International Programs, and Operations can collaborate effectively and proactively</li> <li>▪ Print deadlines are met</li> </ul>
Organisational Citizenship	<ul style="list-style-type: none"> <li>▪ Work collaboratively with team members, role model AOA's Christian values and be a positive example for supporters, partners, and staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in staff events (e.g. devotions and staff gatherings) as part of AOA's spiritual life</li> <li>▪ Foster a positive working partnership with other teams</li> </ul>

## Position Requirements

### Must have

- Excellent interpersonal skills and ability to work effectively in small teams and respectfully and knowledgeably in church contexts
- Strong planning and project management skills, including a demonstrated ability to manage multiple priorities, work independently, meet deadlines and maintain accuracy
- Strong written communication skills essential, graphic design skills desirable
- Knowledge of key issues in the respective area of work, such as gender justice, climate resilience, disaster relief operations, governance, and fundraising
- Must be sympathetic to and aligned with AOA's Christian faith-based values, origins, and key stakeholders

## About Anglican Overseas Aid

Our vision is to see Anglican communities working together for God's renewed creation, free of poverty.

We focus on four key areas:

**Transforming communities:** Particularly in the Asia-Pacific and Africa, addressing the pressures of poverty, moving toward greater gender equality and climate resilience

**Working in partnership:** Seeing our global partners growing in capacity, delivering localised best practice development

**Connecting Anglicans globally:** Seeing Australian Anglicans relationally connected with global partners for greater impact

**Championing future generations:** New generations of Australians who, motivated by their faith, are responsible, involved global neighbours

**OUR VALUES** are embraced in thought, word and deed:

- Commitment to the poor
- Dignity of all people
- Restoration of all creation
- Church as light in the world
- Integrity and accountability

#### **Other requirements of AOA People**

- AOA is committed to protecting those who work for us, and those with whom we work, from harm and from harming others
- AOA is committed to safeguarding all people, especially children and vulnerable adults, who come into contact with our organisation and programs. As a child-safe organisation, all staff will undergo police checks, Working With Children Checks, counter-terrorism checks, and any other compliance checks required
- AOA is committed to diversity and inclusion in the workplace. We support accessible and inclusive working arrangements for all. We encourage people from all backgrounds to apply, including people with a disability, Aboriginal and Torres Strait Islanders, culturally and linguistically diverse backgrounds and identities. All qualified applicants will receive impartial consideration for employment
- All AOA staff are required to sign and abide by AOA's Code of Conduct and its related policies
- The role may require occasional travel as needed
- All AOA staff must have permission to live and work in Australia

*This position description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. The CEO may review and modify it in response to AOA's changing needs.*