

POSITION DESCRIPTION

Position Title:	Communications Coordinator, Knowledge Translation
Time Commitment:	Full Time, Permanent
Location:	L4, 333 Queen St, Melbourne (hybrid work from home and office model)
Award Classification	SCHADS 4
ABOUT THE ORGANISATION	
<p>WHO ARE WE? We are an Australian-based organisation, resourcing diverse women's rights organisations primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.</p> <p>VISION Gender equality for all</p> <p>PURPOSE To defend and advance the rights of diverse women and girls</p> <p>VALUES Feminist, Accountable, Collaborative, Transformative</p> <p>OUR GOALS 2020-2023</p> <ol style="list-style-type: none"> 1. Resource and contribute to a resilient and vibrant feminist movement 2. Promote systemic change towards gender equality for all 3. Build a resilient and relevant feminist organisation <p>We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.</p> <p>As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be in the world at north-south partnerships. This means we seek to understand and leverage our locational power so that we know when to:</p> <p>STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements</p> <p>STAND WITH feminist movements in solidarity and amplify the work of global south actors</p> <p>STEP BACK when others are better placed to take the lead.</p> <p>SIT WITH uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.</p> <p><i>International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from people who identify as women only (including trans women).</i></p> <p><i>IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. Preference will be given to applicants who have cultural heritage from, strong community ties to, or experience in, one of the countries in which IWDA supports partners.</i></p> <p><i>Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.</i></p>	

POSITION SUMMARY

The Communications Coordinator, Knowledge Translation is responsible for leading research communications for IWDA's flagship program Equality Insights and driving uptake of IWDA's knowledge products.

The role involves communicating and promoting knowledge products (i.e research reports, policy briefs, toolkits and other resources) to expand their reach among target audiences and contribute to transforming discourse on gender equality.

This role sits in IWDA's Communications Team, working closely with IWDA's Knowledge Translation Team, and particularly with the Equality Insights program.

Equality Insights is a flagship program of IWDA that aims to redefine how poverty is understood and measured in order to inspire change. Equality Insights deploys a gender-sensitive, individual-level survey that asks questions about many aspects of life to better understand how poverty is experienced by men and women. The result is an evidence base (of otherwise invisible) insights to inspire targeted and transformative change.

The Communications Coordinator, Knowledge Translation will play a critical role in marketing Equality Insights to global stakeholders, as well as IWDA's knowledge creation in other key areas.

KEY RELATIONSHIPS

Reports to: Communications Manager, with matrix line to the Senior Program Manager, Equality Insights

Internal: Director of Knowledge Translation & Equality Insights; Director of Business Transformation; **Equality Insights Team members:** Special Advisor, Knowledge & Capacity Development Lead; Statistics & Method Lead; Research Coordinator; **Research, Policy and Advocacy (RPA) team members:** Senior RPA Advisor, Research Advisor

External: In-country stakeholders of Equality Insights; gender data and poverty measurement community; women's rights organisations; IWDA partners organisations, media, freelance writers, graphic designers, videographers, printers and digital agencies

KEY RESPONSIBILITIES

1. Deliver Equality Insights' strategic communications

- Develop and implement communications strategies to inspire global stakeholders to utilise Equality Insights data
- Develop and implement strategies for translating technical research and content into targeted communications for a variety of audiences
- Coordinate Equality Insights communication channels including website, social media and eDMs
- Develop and edit targeted content for a variety of audiences across digital and print channels, including newsletters and publications, website content, blogs and social media
- Monitor the implementation of communication strategies and plans, reporting on milestones and driving delivery of results
- Make recommendations for tactical improvements, based on reporting and analysis

2. Drive communications support for IWDA's knowledge creation and translation

- Collaborate with the Knowledge Translation team to develop and implement strategies for communicating IWDA's knowledge creation and advocacy in an engaging and impactful manner
- Support the wider implementation of IWDA's Communications Strategy, with a focus on increasing engagement with the Knowledge Translation team's key stakeholders

3. Support Equality Insights projects

- Develop communications to support resource mobilisation activities
- Collaborate with the Equality Insights team to identify data-driven storytelling approaches and implement a variety of projects to share insights, including through data visualisation
- Develop accessible communications products to empower in-country stakeholders of Equality Insights to draw on and utilise data-driven insights
- Support team-based and portfolio-based monitoring, evaluation and learning
- Contribute to budget development and support ongoing budget monitoring

SELECTION CRITERIA

Technical Experience

1. 3+ years relevant experience in a communications or marketing role
2. Demonstrated experience in translating technical subject matter into accessible materials
3. Strong writing ability and understanding of how to tailor communications to different audiences, channels and objectives
4. Demonstrated experience producing engaging written, video and other multimedia content for a variety of audiences and channels, including social media
5. Demonstrated experience developing and implementing media strategies
6. Intermediate to advanced computer skills
7. Exceptional attention to detail
8. Strong time management skills and an ability to meet deadlines
9. Highly developed communication and interpersonal skills to consult and engage a diverse range of stakeholders, both internal and external

Desirable

1. Experience working with research and data communications
2. Relevant degree
3. Graphic design skills will be highly valued

Behavioural Competencies

- Valuing Diversity
- Empowerment
- Managing Work & Quality
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Learning, Improving & Adapting
- Judgement & Decision Making

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Competencies
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices

- Undertake police check prior to commencement and every two years thereafter.