

Climate-KIC Australia

Communications and Outreach Officer

Position Description



Contract: 2 years

Salary: \$ 75,000-\$90,000 (FTE) (inc. 9.5% superannuation)

Location: Melbourne (negotiable)

Purpose of the Role

Looking for a purpose driven and creative communication specialist with design skills to join Climate-KIC's growing team and lead the implementation of its communications strategy, through effective visual storytelling and content generation. The successful candidate will help Climate-KIC develop a clear narrative, visual language and content for its projects and initiatives and lead the implementation of these through communications channels to build a strong brand among target audiences.

They will lead and coordinate the generation of content for the Climate-KIC Australia website and social media accounts, maintaining customer relationship management systems, engaging Alumni of Climate-KIC programmes, ensuring Climate-KIC branding on event and other collateral, and do so utilising their visualisation skills.

Working within brand guidelines, they will evolve the Climate-KIC Australia brand to ensure its communications are targeted and relevant.

About Climate-KIC Australia

We are a registered not-for-profit with DGR status working to drive systemic innovation to address climate change. We offer a national workplace with opportunities for travel and strong links to our European sister organisation EIT Climate-KIC. Climate-KIC Australia offers a flexible work environment and is willing to consider part-time or full-time hours. Our work involves engaging with high profile stakeholders, diverse range of tasks, with space to be creative and bring new ideas.

Key Responsibilities

- Work with Manager of Programs and Outreach, Partners and staff to develop and implement the editorial calendar to align with Climate-KIC Events and strategic priorities.
- Work with teams across Climate-KIC to develop a visual story for each project, program and/or initiative that can be utilised to convey messages to stakeholders and shared more broadly across Climate-KIC's communication channels
- Engage stakeholders across the Climate-KIC Australia community through internal and external channels
- Providing coordination, guidance, oversight and support to Climate-KIC staff in their implementation of communication activities and particularly program managers to promote events and activities
- Manage the Climate-KIC Australia customer relations management systems
- Identify and maintain relationships with key communications staff within Climate-KIC Australia partner organisations to facilitate amplification of our communication messages and to share content generated by Partner organisations

- Engage with participants and potential participants in Climate-KIC Australia's programmes in particular through the Climate-KIC Australia Alumni Group
- Manage and develop content for Climate-KIC Australia's social media accounts, including creating short videos, visual content and other multimedia content
- Further develop and evaluate the communications and marketing strategy and work with the Manager of Programs and Outreach and other staff to improve delivery

Key Working Relationships

- Manager of Programs and Outreach
- Regional Coordinators
- Thematic Directors
- Partners
- Direct reports that may include staff of, and secondees to Climate-KIC Australia
- Key stakeholders from the Climate-KIC Community

Personal Specification

- Experienced in developing and implementing communications and marketing strategies to build profile and brand and support programmes and events
- Experienced working for NGO/NFP
- Ability to facilitate groups and synthesise key messages
- The ability to develop effective long-term relationships with internal and external stakeholders, including with high-profile stakeholders
- Experience and ability to coordinate work amongst a national team
- Articulate and well organised with highly developed interpersonal and communication skills
- Knowledge of climate change /renewable energy/circular economy/ start-up scene a great advantage
- Relevant qualifications
- Ability to develop strategies and deliver those on an operational level, including the ability to use programs and software's such as EDM, CRM, Eventbrite, social media, Microsoft office, Adobe Creative Suite
- Can-do attitude and ability to work with minimal supervision

Qualities

- Lives the Climate-KIC Australia values which are: connected, collaborative and openly innovating, nimble, demand-driven, for the long term
- Committed to the mission of Climate-KIC Australia