



AUSTRALIAN NETWORK for PLANT CONSERVATION INC

Communications Manager

Organisation: The Australian Network for Plant Conservation (ANPC) is a non-profit incorporated body with membership comprising government and non-government institutions, botanical gardens, researchers, educators, land-managers, community groups and individuals with an interest in and a commitment to plant conservation. Full details about the organisation, its objectives, role in plant conservation, publications it produces and events it organises is available on the website at www.anpc.asn.au.

Location: Australian National Botanic Gardens, Acton, ACT - although remote location may be considered for the exceptional candidate. (Working from home may also be required due to COVID-19 restrictions until the office re-opens).

Employment conditions: Social, Community, Home Care and Disability Services Industry Award 2010

Hours of Employment: Casual position of approximately 21 hrs per week with flexible days and hours.

Remuneration: \$41.00 per hour. This includes a loading in lieu of leave.

Superannuation: 10% paid to personal nominated Superannuation Fund

Period of Employment: 18 months, with possibility of extension depending on funding. Final appointment will be conditional on a performance review after the first three months.

Job Description: To undertake the communications and conference management functions in the national office of the ANPC and liaise with ANPC members, partner organisations, funding organisations and sponsors.

This includes:

- Producing monthly ANPC e-news.
- Coordinating regular social media posts including Facebook, Twitter, LinkedIn.
- Coordinating the 13th Australasian Plant Conservation Conference to be held in Albury in April 2022 with support from the conference organising committee.
- Updating and maintaining the ANPC website.
- Managing advertisements in the ANPC's quarterly journal *Australasian Plant Conservation*.
- Assisting with seeking funding through grants, sponsorship and donations.
- Liaising with a wide range of organisations and the ANPC Committee members.

The Communications Manager will report directly to the President and the ANPC Committee which provide general direction, within overall objectives, of priorities and the allocation of resources. Day to day reporting will be to the ANPC's Business Manager,

About you: We are looking for an enthusiastic person with a demonstrated interest in plants and the environment, and excellent written communication skills. You will work closely with our Business Manager at our office in the beautiful Australian National Botanic Gardens in Canberra, and also have the ability to work remotely when restrictions are in place. Qualifications in biological science and/or science communication are desirable, as well as other skills such as website maintenance, graphic design and photography.

Application: Your application should include an up to date resume, address the following selection criteria and include contact details of two referees.

Applications close: Friday 10 September 2021

Email your application to business@anpc.asn.au. For more information on the position, please contact the ANPC Business Manager on Ph. 0438775823 or the above email address.



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Selection Criteria

Essential

1. Extensive experience in communications management including social media, electronic newsletters, website maintenance and journals.
2. Excellent oral and written communication skills.
3. Well-developed time management skills and the ability to meet deadlines.
4. Demonstrated ability to work as part of a small team and in a committee structure (both of which are geographically widely distributed) with minimal supervision.
5. Excellent computer skills including word processing, spreadsheets, databases and online research and communications.
6. Ability to attract funding opportunities in the government and corporate sectors.

Desirable

1. Tertiary qualifications or equivalent experience in science communications and/or environmental sciences.
2. An understanding of, or interest in, Australian flora conservation issues.
3. Graphic design skills using InDesign, website maintenance skills using Wordpress, ability to use email software such as Outlook and MailChimp, and photography skills would be an additional advantage.