

AUSTRALIAN JESUITS

POSITION / ROLE DESCRIPTION

Position Title: Communications Officer - Social and Digital Media

ORGANISATIONAL OVERVIEW

Founded by St Ignatius Loyola more than 450 years ago, the Society of Jesus (also known as the Jesuits) is an international religious order of priests and brothers within the Catholic Church committed to service in the world in a variety of ways.

The Jesuit presence in Australia began in 1848 and the Australian Province of the Society of Jesus now comprises more than 120 Jesuits. They work in over 30 ministries in companionship with some 1800 women and men who share the Ignatian vision of the service of faith and the promotion of justice.

Values

- **Welcoming:** forming strong, faithful relationships
- **Discerning:** being reflective and strategic in all we do
- **Courageous:** standing up boldly to effect change

Foundations of Mission

1. Ignatian Spirituality
2. Solidarity between Jesuit and Lay
3. Mission with the Poor

Whole of the Province key accountabilities include:

- Encourage partnership across Province mission
- Deepen love for the poor and vulnerable
- Strengthen solidarity between Jesuit and lay
- Deepen Ignatian formation for all in Province mission

Call to Mission

The spirit of the Lord is upon me,
because he has anointed me to bring good news to the poor.
He has sent me to proclaim release to the captives and recovery of sight to the blind,
to let the oppressed go free, to proclaim the year of the Lord's favour. (Luke 4:18-19)



ORGANISATIONAL RESPONSIBILITIES

Positive Working Relationships

- Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of the Province, its values and the Three Foundations of Mission
- Establishes and builds productive working relationships with stakeholders within the Australian Jesuit Province and external organisations to ensure the work of the Society can be completed in the most effective and efficient manner
- Supports and fosters Ignatian Spirituality across Jesuit ministries

Respect

- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability
- Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed

Quality Assurance and Continuous Improvement

- Attends and contributes to relevant meetings, workshops, conferences and training, as required
- Becomes familiar with and follows the Province's quality and standard policies, procedures and management instructions
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way
- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement

Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission
- Works in a manner that considers duty of care for self and others and be safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not
- Completes site induction (where necessary)

Ignatian Spirituality

- To support and nurture the Province's Catholic ethos and Ignatian charism
- Participation and completion of Ignatian Induction and Ignatian Formation

Part 1: POSITION SPECIFICATIONS

Position Structure			
Organisation:	The Australian Jesuits	Division:	To be determined
Award/Agreement and classification:	Award Free		
Reporting structure:	Reports to	Director of Province Communications with a dotted line to the Managing Editor of Jesuit Media	
	Direct Reports	Nil	
Position Objective			
<p>To implement and contribute to the development of the Social and Digital Media Strategies for the Province in accordance with:</p> <ul style="list-style-type: none"> • The Jesuit mission • the Communications and Strategic (Apostolic) Plans of the Province 			
Position Specific Responsibilities			
KEY TASKS			
<ul style="list-style-type: none"> • Manage the website • Manage the social media channels: <ul style="list-style-type: none"> • build and manage our online communities • plan and create content aligned to the strategy • develop the editorial calendar across all social and digital channels • monitor • moderate social media discussion in accordance with the social and digital media governance framework • analyse, evaluate and report to feed back into the continuous improvement of the content strategy. • Develop and update the Social and Digital Media Content Strategy and program – including potential expansion into new channels and platforms • Develop and implement creative, engaging, diverse and rich social media content and campaigns in furtherance of the mission • Prepare, write and distribute e-newsletters • Keep track of development in digital technology and feed ideas and recommendations back to the team • Create and/or commission video, audio, imagery, infographics, animations • Collaborate with the team and contribute to development and updates of Communications Strategy • Work collaboratively across the organisation - sharing knowledge and experience and assist with digital and social media training and capability building • SEO and development of “mobile first” optimised content • Build relationships with stakeholders and communications teams from the various ministries to source, share and develop social media content as appropriate • Community management of the organisation’s communications network 			

Part 2: Selection Criteria

Mandatory Requirements	
<ul style="list-style-type: none"> • A current Victorian Police Records Check • A current Working with Children Check • Demonstrated ability to manage time and be a self-starter • Excellent written and audio-visual communication skills (these will be tested and assessed as part of the interview process) • Ability to manage workload and deliver to deadline • Flexibility and the ability and willingness to work after hours and on weekends from time to time – and to travel 	
Qualifications	
<ul style="list-style-type: none"> • Degree qualified in a communications discipline: communications management, public relations 	
Professional Experience	
<ul style="list-style-type: none"> • 5 years communication management experience including both marketing communications and issues and crisis management in a complex, issues-rich organisation • 2-4 years social and digital content generation /community management • Proven stakeholder management experience • Web including basic HTML • Content management systems • Experience using social media tools: analytics, SEO and UX 	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory
<ul style="list-style-type: none"> • Multimedia • Video and/or audio recording and editing • Podcasting – including hosting, content production and distribution 	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory
Key Knowledge Areas	
<ul style="list-style-type: none"> • In depth understanding of content management systems (Wordpress and/or Master Publisher) and social media platforms and publishing tools • Community management • Content marketing • Issues and crisis management • Creative ability and knowledge • A demonstrated understanding of and/or interest in the Jesuits and their mission and the Catholic Church • News, politics and current affairs and an appreciation of how matters in the news impact faith-based organisations, the Catholic Church and the Jesuits • A demonstrated commitment to ongoing professional development and networking 	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory

Key Person Skills/Abilities

- Ability to manage time, work well under pressure and to deadline
- Self-motivated
- Excellent writing and editing skills
- Professionalism, attention to detail and accuracy
- Ability to build relationships with internal and external stakeholders
- Flexibility, responsiveness and maturity
- Demonstrable commitment to the purpose-led/ social sector/ volunteering
- A sense of humour and “can-do” approach
- Willingness to learn and growth mindset
- Collaborative team player capable also of working autonomously, including working remotely if required
- An understanding of and respect for communications governance

desirable or mandatory

Signature: of supervisor

Date: _____

Role number: <<>>

Date reviewed: <<>>