



Position Description

Position Title: Assistant Campaigns Officer

Last updated: January 2014

Summary

ANTaR is a small dynamic organisation building a movement of Australians in support of justice, rights and respect for Australia's First Peoples. We are independent and non-partisan and are affiliated with a national network of state and territory ANTaR groups.

Our purpose is to engage, educate and mobilise a broad community movement to advocate for justice, rights and respect for Australia's First Peoples.

The assistant campaigns officer is a team member helping the National Campaigns Manager deliver campaign activity planned for our three key campaigns.

Employment

This position is a part-time position for 15 weeks working three days per week. It is covered by the Social, Community, Home Care and Disability Services Industry Award (2010) and is classified as a Level 4.1.

Reporting relationships

Title of Supervisor: Acting National Director/ National Campaigns Manager
 Positions reporting to the role: Nil, but some volunteer supervision is required
 Key relationships: Acting National Director/ National Campaigns Manager
 Bookkeeper/ Finance Officer

AREAS OF RESPONSIBILITY

1. NATIONAL CAMPAIGNS

Working with the National Campaigns Manager to:

- 1.1. Coordinate the delivery of planned campaign activity.
- 1.2. Coordinate ANTaR's online national campaigning activities. This includes participating in online social networks, maintaining relevant areas of the ANTaR website, and contributing campaigns, policy and developing content for ANTaR's national email bulletin.
- 1.3. Assist State ANTaR's to engage in campaign activity with their state constituents.

2. FUNDS DEVELOPMENT

2.1 Assist the Acting National Director with the coordination of funds development activities as required.

3. OTHER DUTIES

3.1 Consistent with the above, other duties as determined by the Acting National Director from time to time.

SELECTION CRITERIA

Essential

1. Experience in the delivery of community campaigning events and activities.
2. Demonstrated experience and competence in event management
3. Demonstrated commitment to the rights of Aboriginal and Torres Strait Islander Peoples
4. Knowledge of issues affecting Aboriginal and Torres Strait Islander Peoples
5. Highly developed oral and written communication skills
6. Highly developed social media skills
7. Ability to work independently and as part of a team
8. Ability to work flexible hours inclusive of the occasional weekend day
9. Capacity for an immediate start

Desirable

1. Experience working with Aboriginal or Torres Strait Islander Organisations