

Media & Communications Officer

Location – Camberwell

Purpose of the position:

The Media & Communications Officer is a multi-faceted role, which will work primarily within the Oblate Office of Mission but will also be available to support the media and communications works of the whole Australian Oblate Province.

As we live in an ever-increasingly digitized world, we believe that as a community stretched across a continent, media and communications is extremely important to our work, now more than ever. The purpose of the Media & Communications Officer is to coordinate a communications strategy and to manage all media and communications needs of the Australian Oblate Province, to aid the building of our communities and the work of our ministries.

Key Accountabilities and Responsibilities:

- The coordination and management of a communications strategy for the Oblate Office of Mission and the Australian Oblate Province.
- The production of digital and print media for the promotion of the various works and ministries of the Oblate Office of Mission and the Australian Oblate Province.
- The writing and publication of news articles for the Oblate website and social media pages.
- The design and production of the quarterly Oblate magazine.
- Assisting the publication of the MAMI newsletter.
- Updating the images and content of the Oblate websites.
- Maintaining the various social media pages of the Oblate ministries
- Identifying and developing new media platforms for the promotion of Oblate ministries and vocations
- Photographing, advertising and publicising of Oblate events.
- Production of film media as a part of the outreach of Oblate ministries.
- Assisting Oblate ministries, the Oblate Office of Mission, St Mary's Scholasticate, and the Oblate parishes with their various media and communications needs, as they arise.
- Assessing existing media and communications strategies of the Oblate Office of Mission and the Australian Oblate Province and suggest improvements where needed.
- Coordinating any media campaigns for the promotion of vocations, the raising of funds for MAMI and other Oblate ministries, and the recruitment of volunteers.
- Assisting the Provincial and the Oblate Office of Mission staff in any other media-related tasks, fitting to the role.
- Other duties as requested.

Preferred qualifications & skills:

- A strong commitment and understanding of the mission, teachings, and practices of the Catholic faith.
- Knowledge or capacity to learn about the history and mission of the Oblates in Australia and their charism.
- Relevant tertiary qualifications and experience in a media or communications field.
- Clear and fluent written and verbal communication skills.
- Strong IT skills with knowledge of Microsoft Office and Adobe Suite.
- Proven experience in content creation, social media management and digital communications.
- Ideally have a creative eye for design and ability to create content that will resonate through online and print productions.
- Exposure to film production and editing would be advantageous
- A strong understanding of contemporary media design and digital communications strategies.
- Understanding of data protection laws, copyright, and issues surrounding the safeguarding of vulnerable persons in relation to media and communications.
- Interpersonal skills and ability to work well in a team.
- Highly organised and able to work independently.
- A high level of energy, a spirit of generosity and an ability to work to deadlines.
- The successful candidate will need to carry out a Police Check and Working with Children Check

This position is based in Melbourne. The position will require the successful applicant to work 3 days a week equivalent with flexible hours if required, primarily in the Camberwell Office, with the exception of location work for media production. The job may require interstate travel at times, including the need to be away from home for a few days at a time.

The successful applicant will require a Police Check and a Working with Children Check and will need to comply with the Oblates' Safeguarding Commitment in line with Catholic Professional Standards Ltd, available at <https://omi.com.au/child-vulnerable-people-safe-standards>

Safeguarding Commitment Statement

The Oblates of Mary Immaculate (OMI) hold the care, safety and well-being of children and vulnerable adults as a central and fundamental responsibility of our organisation. Children and vulnerable adults have a right to be safe and we commit to ensure and protect these rights in all Oblate ministries. We commit to policies and processes which reduce the likelihood of harm and respond appropriately to disclosures and allegations. We commit to providing the necessary resources to ensure compliance with all relevant child protection laws, regulations and the National Catholic Safeguarding Standards and to maintaining a child-safe culture.

Please send applications to Lily Cox email only: lily.cox@METHODRECRUITMENT.COM.AU By 5th August 2024