



**POSITION DESCRIPTION: CHIFLEY ORGANISER –
CHIFLEY RESEARCH CENTRE**

CLASSIFICATION:	ALP National Office Project/Operational/Executive Level 1
MODE:	Limited Time – 6 months
TIME FRACTION:	Part time
WORKGROUP	Chifley Research Centre
LOCATION:	Flexible
REPORTS TO	Executive Director, Chifley Research Centre

Overview

The Chifley Organiser role is responsible for helping to the grow the digital presence of the Chifley Research Centre as well as contributing to organisation of the activities of the Centre aimed at creating a Labor culture of ideas. We are looking for an analytical thinker with a strong creative ability who produces engaging and valuable work.

The primary duties are both administrative and creative and will comprise (but not be limited to) social media communications development and management, event organisation (both digital and offline) and stakeholder liaison.

Core Accountabilities

- Devise and execute communication strategies (including digital strategies) to leverage the existing CRC member base for both financial and engagement purposes.
- Devise and execute communication strategies (including digital strategies) to grow the CRC member base.
- Solicit and manage online content contributors to build a robust digital ideas platform for CRC. This will include playing an editorial role for content.
- Develop and execute a social media strategy to build the brand and awareness of the CRC. Including creating an array of online content including films, graphics and social media posts for use across multiple platforms.
- In conjunction with the Executive Director, organise, promote and execute an events program (including digital events) to build the profile and reach of CRC.

- Assist the Executive Director in developing and maintaining a network of partner organisations and individuals in Australia and abroad
- Assist the Executive Director in the implementation of other CRC programs as needs, including, initially, the development of a program to assist State Oppositions.
- Actively support the CRC's commitment to the principles of diversity, inclusion and equal opportunity.
- Comply with employment laws and all internal policies including the staff code of conduct, OHS, anti-discrimination, privacy, security, use of ALP IT resources, financial delegations, and record keeping.

Key relationships Internal: The Chifley Organiser will also work closely with the staff of the Australian Labor Party National Secretariat in building and promoting a schedule of digital events.

Key Relationships External: The Chifley Organiser will assist the Executive Director in managing key relationships with online content contributors, CRC's digital providers, politicians and political staff, and key leaders of the progressive movement with whom a mutual relationship is beneficial to common organisational goals.

Experience and qualifications

Essential

- A minimum three-year Bachelor degree in political science, communications, humanities, arts, law, policy or related field.
- Extensive knowledge of social media and digital communications and proficiency in using a wide array of digital tools to promote an organisation's needs.
- An interest in emerging digital communication trends.
- Ability to work independently, develop ideas, and see them through to implementation.
- Excellent written and oral communication skills with the ability to understand and communicate a range of political ideas and policy analysis.
- Commitment to the values of the ALP.
- Capacity to exercise judgement, discretion and initiative within a politically sensitive environment.
- Capacity to work to tight deadlines.
- Able to work without close direction and supervision.

Desirable

- Experience in research or public policy

Contact:

Please send expressions of interest to chifley.organiser@chifley.org.au