

<b>Position Title</b>	Communications and Public Diplomacy Manager
<b>Project</b>	Partnerships for Social Protection (P4SP) program
<b>Contract Term</b>	Fixed-term contract: January 2024 to 19 September 2025
<b>FTE</b>	0.8 FTE negotiable
<b>Location</b>	<p>This is an Australia based work from home position.</p> <p>Australian residency or current works permit is required. It is the responsibility of the applicant to provide evidence of a current work permit.</p> <p>The position location is flexible for the right candidate. Travel within Australia will be required. Travel to countries in the Pacific and Timor-Leste may be required.</p>
<b>Reports To</b>	Deputy Team Leader
<b>Purpose</b>	The Communications and Public Diplomacy Manager will support P4SP to strengthen Australia's influence, reputation and relationships internationally by leading implementation of P4SP's Communication and Knowledge Management Strategy.
<b>Summary</b>	As a key member of the P4SP team, the Communications and Public Diplomacy Manager will work closely with the Technical Advisory Team, Programs Team, Monitoring and Evaluation team and GEDSI Adviser. The Manager will be responsible for implementing the Communication and Knowledge Management Strategy, to actively promote Australia's P4SP investment and commitment to the Pacific region and Timor-Leste. Targeted and accessible communications will promote social protection in ways that create interest, educate and inspire key stakeholders, on a range of topics related to P4SP's work supporting governments to build and strengthen sustainable and inclusive social protection systems.
<b>Job Specification</b>	<ul style="list-style-type: none"> <li>- Lead implementation of P4SP's Communication and Knowledge Management Strategy. Review this strategy regularly to ensure it remains relevant and reflects the evolving nature of P4SP's communication needs.</li> <li>- Proactively work with members of the P4SP programs team, technical team and consultants, to develop high quality, creative and interesting content, that is targeted appropriately to effectively reach and resonate with P4SP's wide range of stakeholders within the Pacific, and to elevate the profile of social protection in the Pacific within the global social protection community. This includes but is not limited to editing and formatting public (and DFAT) facing communications products; making contributions towards reports; and drafting taking points, speeches, media releases and blogs that support the achievement of P4SP's end of program outcomes and priorities.</li> <li>- Where required, coordinate the outsourcing of specific functions, including design and accessible communications expertise.</li> <li>- Draw on P4SP's ongoing activities as the source for developing new content and ensuring P4SP's website and social media presence is active and engaging, and that grows P4SP's presence and influence in the region.</li> </ul>

	<ul style="list-style-type: none"> <li>- Provide mentoring and support for in-country communications counterparts as requested, to help strengthen communications related to social protection programs.</li> <li>- Participate in team meetings and events, and other meetings with key stakeholders as required, and establish effective engagement mechanisms to gain insights of, and to inform and influence, P4SP's public diplomacy priorities and challenges.</li> <li>- Contribute to the development of P4SP communication, media and social media policies, guidelines and procedures.</li> <li>- Support promotion, outreach, and dissemination of P4SP knowledge products and events.</li> <li>- Respond to DFAT requests for media releases, social media content, audio or video products, in-country launch events or other materials for DFAT Public Diplomacy teams.</li> <li>- Develop and maintain a system for monitoring and recording P4SP's communications and public diplomacy efforts, including content monitoring and capture through relevant platforms to support program monitoring, learning and reporting.</li> <li>- Design and facilitate communications and content training, ensuring the P4SP team have the skills, knowledge, resources and support required to support development of targeted P4SP communications.</li> <li>- Ensure all P4SP communication products are aligned with P4SP branding guidelines.</li> <li>- Ensure all P4SP communications materials meet DFAT requirements in terms of branding, consent for photography, approvals etc.</li> <li>- Ensure all P4PS communications products and documentation are saved to SharePoint and readily accessible.</li> <li>- Undertake other tasks in support of P4SP communications as requested.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>- Australian residency or current works permit is required for this Australia based position. It is the responsibility of applicant to provide evidence of a current work permit.</li> <li>- The successful applicant is required to gain a National or International Police Clearance, prior to being employed and as determined by Development Pathways. The police clearance is required to be renewed periodically and as advised by Development Pathways.</li> <li>- Some intra/interstate or international travel to Australia, the Pacific region and Timor-Leste is a requirement of this position. The successful applicant will be required to obtain a medical clearance prior to undertaking any work-related travel, which is required to be renewed annually or as determined by Development Pathways.</li> <li>- The successful candidate will be required to undertake mandatory trainings as advised by Development Pathways.</li> <li>- Some out of hours and weekend work may be required.</li> </ul>
<b>Child Protection</b>	Development Pathways is committed to protecting the rights of children. We will require you to provide a police check(s) and reserve the right to conduct other screening procedures, if required, to ensure a child-safe environment.
<b>Gender Equality, Disability &amp; Social Inclusion</b>	Development Pathways is committed to technical excellence in gender equality and our team will work closely with our partners to ensure a context-specific and consistent approach is applied to all our programs to improve the livelihoods of the world's most marginalised groups.

<b>Preventing Sexual Exploitation, Abuse and Harassment</b>	Development Pathways is committed to respectful workplaces and does not tolerate sexual exploitation, abuse, or harassment of any kind.
<b>Diversity Statement</b>	Development Pathways is committed to providing equal employment opportunities and a work environment that values diversity and inclusion. Aboriginal and Torres Strait Islander people, female applicants, and people with a disability who meet the requirements of this position are strongly encouraged to apply. If you have any support or access requirements, we encourage you to advise us at the time of application.

### **Selection Criteria:**

#### **Essential**

- An internationally recognised qualification in marketing and communications, digital communications, or a related field.
- Strong background and experience in development communication or a related field, with at least five years' experience in strategic communications and knowledge management roles.
- Demonstrated understanding of knowledge management processes and the development of knowledge management materials.
- Highly developed communication (written and verbal) and the ability to present information clearly and effectively to a wide range of internal and external audiences.
- High degree of attention to detail including excellent writing, proof-reading, formatting and communication skills.
- Strong understanding of international development programs and ability to work sensitively in complex cross-cultural environments.
- Ability to lead, identify, plan, and execute communications activities and products with minimal supervision.
- An ability to work effectively across teams to proactively identify and develop communications and public diplomacy products.

#### **Desirable**

- An understanding of the Pacific and Timor-Leste development context
- An understanding of DFAT communications requirements, including use of logos, style guides, guidelines for use of images etc.
- Experience working in a related role on a DFAT funded development project.
- Demonstrated ability to think critically, strategically and analyse complex information, and offer creative, practical, and effective solutions and advice.
- Proven ability to provide high quality and timely communications products and advice.