



James Martin Institute for Public Policy

ADVERTISEMENT

Digital Communications & Events Associate

Part-time Paid Internship (4 days a week)

An exciting opportunity for someone with a creative eye and strong organisational skills, who wants to kick start their career in digital communications, external engagement, and events.

ABOUT US

The James Martin Institute for Public Policy (JMI) is an independent, non-partisan institute based in Sydney. Launched in August 2021, our mission is to bring government, academic and other experts together to develop practical solutions that address societal challenges and improve lives. With strong support from our government and university partners, JMI is now in its second year of operations, with a strong growth trajectory over the next three years.

ABOUT YOU

Do you enjoy creating engaging content and connecting with specific audiences through targeted events? Are you motivated to kick-start your career in communications, design and external engagement within a not-for-profit organisation? Now is an exciting time to join our high-performing, friendly team in a creative and rewarding role. If you think of yourself as someone who is both creative AND highly organised, then we'd love to hear from you. If you are also highly adaptable, a self-starter and a practical problem-solver then we think you'd be really well suited to this role. An interest in public policy, or a desire to make a positive contribution to society, would be a great advantage.

THE ROLE

You will be responsible for executing and curating innovative and engaging digital content with the target audience of policymakers and experts front of mind.

As a member of the Communications and Engagement team, you will be responsible for designing, updating, and publishing engaging content across digital and traditional channels.

Under the guidance of the Senior Communications & Engagement Manager, you will also oversee the planning, coordinating, and implementing of JMI events, from managing invitations to communications with participants, speakers, and tech hosting during the event.

This role does entail a small administrative element, supporting the Comms & Engagement Team diary and monitoring JMI's shared mailbox.

To be successful in this role, you will need to demonstrate the following:

- An ability to create high-quality and engaging web and multimedia content.
- Strong organisational and event planning skills, with attention to detail.
- Excellent written communication for a target audience.
- Highly professional attitude with an ability to work independently, at pace, and to meet tight deadlines as part of a small, high-performing team.

- Good understanding of social media platforms, including Twitter, LinkedIn and Facebook, and experience developing and scheduling content across these platforms.
- Knowledge of content management systems (especially WordPress), graphic design software (Canva or similar) and video editing tools (iMovie or equivalent) is highly desirable.
- Relevant qualifications in marketing, communications, journalism, video editing, or similar are desirable.

This is an exciting opportunity for a highly driven individual who will bring a balance of organisation and creativity to the role, make a positive contribution to the team, and make a measurable impact in Australia's public policy space.

Sydney CBD office, flexible terms and conditions available. This is a paid internship with a competitive salary, technology allowance, superannuation, and annual leave entitlement. Part-time position, preferably 4 days a week with some flexibility available.

Remuneration: total remuneration package of \$55,000 (paid pro rata for part-time).

Start date: mid-January 2023.

We are committed to meaningful equity and diversity at JMI and strongly encourage people from diverse backgrounds to apply.

HOW TO APPLY

Please send your CV and cover letter, including statements against key Selection Criteria, in no more than one page to info@jmi.org.au by **Sunday 27 November 2022**.

Interviews will be held at the JMI Offices (60 Martin Place) on **Wednesday 7 December**.



James Martin Institute for Public Policy

ROLE DESCRIPTION

About Us

Independent | Non-partisan

The James Martin Institute for Public Policy (JMI) is independent and non-partisan. Launched in August 2021, our mission is to bring government, academic and other experts together to develop practical solutions that address societal challenges and improve lives.

JMI was initially established in 2019 through a generous grant from the NSW Government in partnership with the University of Sydney, Western Sydney University, and the University of Technology Sydney. We are a public policy institute for Australia, with an initial focus on NSW.

Communications & Events Associate

Creative | Highly organised | Can-do attitude

SUMMARY

Reporting to the Senior Communications and Engagement Manager, this is an exciting opportunity for a graduate student, recent graduate or someone looking to enter / re-enter this profession, to gain work experience in a for-purpose, independent policy institute.

In this role, you will be joining a dynamic and high-performing Communications team, working closely with our Research & Policy Team to deliver relevant communications, marketing, and events.

KEY FUNCTIONS

I DIGITAL COMMUNICATIONS AND WEB DESIGN (50%)

- Design, update and publish content on JMI's websites and social media platforms.
- Plan and deliver multimedia projects, in line with JMI's broader communication and engagement strategy and objectives.
- Further develop the Institute's brand collaterals, including MS Word and MS PowerPoint templates, working closely with an external graphic designer.
- Deliver high-quality communication support to the Senior Communications and Engagement Manager, in line with this role's broader function and purpose.

II EVENT MANAGEMENT (40%)

- Support the planning, coordination and implementation of in-person, online and hybrid events.
- Liaise with internal and external stakeholders to ensure seamless events. This may include VIP guests such as speakers, grant recipients, and senior executive staff of our partners.
- Communicate with service providers and suppliers, including marketing units, printers, photographers, and AV technicians.
- Provide technical support throughout the duration of an event, including managing the back end of web conferencing software such as MS Teams and Zoom.
- Any other responsibilities or tasks as requested by the Senior Communications and Engagement Manager, in line with this role's broader function and purpose.

III ADMINISTRATIVE SUPPORT (10%)

- Monitor and respond to enquiries in the JMI shared mailbox
- Provide high level administrative support including diary management for the Comms & Engagement team.



James Martin Institute for Public Policy

Selection Criteria

ESSENTIAL

- Degree-level qualification or equivalent experience in a relevant role.
- Demonstrated capability in web design using WordPress
- Demonstrated flair for visual design using Canva (or similar software)
- High level of organisation and planning skills, with some experience of event planning.
- Advanced knowledge of video conferencing software, especially MS Teams and Zoom Meetings and Webinars.
- Advanced knowledge of MS Office suite

PREFERRED

- Prior work experience in communications and event management is an asset.
- Advanced knowledge of and passion for web design and development in a start-up environment
- Demonstrated experience in video production in a professional setting.

PERSONAL QUALITIES

- Highly organised, self-starter, and problem solver.
- Someone who enjoys creating content and can work to a deadline.
- Positive, adaptable, and highly capable; with an eye for detail.
- Can demonstrate strong professional standards of delivery and integrity.

TERMS & CONDITIONS

- This is a part-time, 11-month paid internship
- Ideally four days a week.
- Start date: mid-January 2023.
- Flexible T&Cs, Sydney CBD offices (Martin Place).
- Flexible working conditions available, competitive salary, technology allowance, superannuation and annual leave entitlement.
- Remuneration: \$55,000 (paid pro rata for part-time), total remuneration package (TRP).

How to Apply

Please send your CV (max 3 pages) and cover letter, describing your motivation and addressing key Selection Criteria (max 1 page), to info@jmi.org.au by **Sunday 27 November 2022**.

Interviews will be held at the JMI Offices (60 Martin Place) on **Wednesday 7 December 2022**.

The James Martin Institute is committed to meaningful equity and diversity and strongly encourage people from a diverse range of backgrounds to apply.