



Sisters of the Good Samaritan

of the Order of St Benedict

Communications and Media Officer Sisters of the Good Samaritan Glebe New South Wales

The Sisters of the Good Samaritan are seeking to employ an experienced Communications and Media Officer, in a newly created part time role (30 hours p/w).

About the Organisation

When Archbishop John Bede Polding founded the Sisters of the Good Samaritan in 1857, he chose this name because he firmly believed that their work was about being neighbour to the poor and destitute women and children of Sydney. For over 160 years the Sisters of the Good Samaritan have been inspired by a simple yet powerful story, the Parable of the Good Samaritan (Luke 10:25-37.) They take as a living instruction Jesus' command to go and 'be neighbour' to those most in need.

Our neighbour might be an impoverished child from a squatter village in the Philippines, a prisoner in Melbourne, a child at school, a refugee family, a single mum at risk of homelessness or a woman escaping a home afflicted by family violence. The sisters reach out to help wherever they can.

The Sisters of the Good Samaritan draw further inspiration from the Rule of Benedict, a spiritual treasure dating from the sixth century. Though originally written for a group of monks, the Rule contains lessons for all contemporary people; lessons about mercy and humility, about hospitality, caring and welcome. The Rule is intended for those who seek peace. It speaks about acceptance, compassion and commitment to prayer and work.

Primary Purpose of the Role

The primary purpose of this role is to foster and develop an effective communications network within the Sisters of the Good Samaritan to facilitate the effective communications of key messages of the congregation both internally and externally.

The Communications and Media Officer will be integral to developing a comprehensive communications plan for both internal and external communications including a digital and social media strategy.

Key responsibilities

1. Maintaining the Good Samaritan website including updating and providing content
2. Production (including editing) of The Good Oil, the e-magazine of the Sisters of the Good Samaritan
3. Develop the social media presence of the Sisters of the Good Samaritan, including the further development of an online Facebook community
4. Connect with various groups and committees of the congregation to explore ways that communications and media may support their objectives

5. Content production – written, audio and video
6. Explore possibilities for more effective internal communications

Essential Criteria

- Appreciation for, and demonstrated alignment with the life, mission and ethos of the Sisters of the Good Samaritan
- Strong operational IT skills and experience in Microsoft Office, Wordpress (or like software) and video communications platforms
- Tertiary qualifications in a communications related field such as media, communications, journalism, marketing or public relations
- Relevant communications experience (at least 5 years) in a communication or marketing role.
- Experience in utilising various mediums to communicate information including experience in online communications and social media platforms
- Experience in media and communications content creation including design, writing and editing.
- Experience in recording and editing video and/or audio content
- Excellent interpersonal and networking skills
- Highly developed written and verbal communication skills
- Attention to detail
- The ability to manage a complex workload

Desirable Criteria

- Experience in developing online communities and online community management

Child Safety

Applicants must hold or be willing to obtain a NSW Working with Children Check

Employment Conditions

Due to the nature of the role, flexible working arrangements can be negotiated with the successful applicant. On occasion some weekend and after hours work may be required.

Application

If you are interested in applying for this position please include a cover letter addressing the selection criteria and a resume detailing relevant qualifications and experience. We welcome applicants including with their application links to, or samples of, their previous communications work.

Applications can be submitted to Natalie Acton, Director of Operations at:

hr@goodsams.org.au. If you require further information, please call during business hours.

Application close April 20, 2019.