

# ROLE PURPOSE

**Role Title:** Communications Coordinator

**Division:** Public Affairs

**Location:** Sydney

**Date:** September 2025

**Employment type:** Full time, Permanent

**Reports to:** Internal Communications Manager

**Number of direct reports:** 0

**Leadership Band:** Leads self

## Purpose of the role:

The **Communications Coordinator** is accountable for organising communications activities, events and administrative work in line with The Foundation's brand strategy and strategic framework.

The **Communications Coordinator** will own the outcomes of:

1. Plan, develop and implement The Foundation's communications events, including the Fred and Humanity Awards.
2. Ensure effective coordination of events by coordinating logistics with suppliers and partners, and developing communications material, such as event briefs, speaking points and run sheets.
3. Act as a point of liaison for the Communications team and carry out administrative tasks.
4. Support the production and on-time delivery of publications including the Annual Report and Fred's Vision magazine.
5. Maintain The Foundation's online systems and portals, including Storybank and Photoshelter.
6. Coordinate and represent the Communications team at internal collaborative networks and meetings, including drafting agendas and conducting follow-up on action items.
7. Collaborate with other teams internally to grow The Foundation's brand and fundraising activities.
8. Other tasks as requested by your manager.

## Our Capabilities:

**As a member of The Foundation Family you will:**



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Experience in a communications coordination, communications support and/or event coordination role.
- Experience writing for public-facing communication materials such as newsletters and media releases.
- Ability to coordinate administration and logistics with multiple stakeholders.

## Skills:

- Strong planning and organisational skills and commitment to proactively delivering tasks according to schedule.
- Customer service skills – high level of responsiveness and commitment to following up enquiries.
- Excellent listening, written and verbal communication skills and commitment to delivering high quality communications materials for a diverse audience.
- Strong attention to detail – ability to become familiar with key messages and proactively identify and correct errors and inconsistencies.
- Ability to work independently, take initiative and escalate issues, set priorities and support programs.
- Ability to maintain online systems and carry out administrative work, such as raising purchase orders and responding to requests for the team.

## Desirable Experience:

- Experience in a customer facing role.
- Experience in the international development & NFP sector.
- Some project management experience.

## Qualifications:

Strong preference for undergraduate qualifications in Communications, Public Relations, Event Management or related disciplines.

## Travel:

Travel domestically as and when required.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

## The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.  
This position does involve "Working with Children" either direct or indirect.  
This position does involve working with beneficiaries, donors and/or partners

## Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

## To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children