

Head of Media

Position Description

Reporting to:	Chief of Staff	Work location:	Melbourne preferred
Department:	Office of the CEO	Budget holder:	No
Team:	Media Team	Direct reports:	2

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. We are fearless in our pursuit of making lasting change for the children and communities who need it most.

Save the Children Australia has a high media profile. We intend to keep it that way. The higher our profile, the stronger our voice for children's rights. As the leader of one of Australia's busiest, most effective not-for-profit media teams, you will strategically engage Australian media across print, broadcast, online, social and other digital channels to drive interest in Save the Children Australia's work at home and overseas. You will maintain our position as a trusted voice on children's rights in Australia and a leading agency in humanitarian emergencies, while providing media support to our domestic services and social enterprises.

Here your skills will be valued

Role requirements

- Lead a high-performing media team committed to advocacy for and with children
- Develop and execute proactive media strategies to engage media on children's rights in Australia, the Pacific and globally
- Establish and maintain an excellent working relationship with key journalists, editors and producers at print, broadcast and online outlets
- Provide strategic advice on media issues to the CEO, Chief of Staff and other internal stakeholders, and prepare spokespeople for media interviews
- Drive media interest during humanitarian emergencies and underreported crises and deploy to international or domestic emergencies as required
- Engage with program staff (Australian-based and internationally) to identify media opportunities and oversee media engagement with programs
- Actively collaborate with the respective Heads of Government Relations, Marketing and Fundraising to support the delivery of joined up strategic communications and advocacy
- Manage and contribute to effective media monitoring, including the dissemination of news summaries and quarterly reports
- Manage and participate in on-call media roster, including on weekend and over holiday periods
- Write and edit media products including press releases, opinion pieces, and social media posts

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied
- Ensure staff have completed all required training and have up-to-date background and working with children checks
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Show leadership towards health and safety awareness and improvements

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times

- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Always maintain safe and positive relationships when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do - here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Substantial related experience
- Proven media writing skills for various audiences
- Understanding of media as an advocacy tool and for leveraging key influencing opportunities
- Ability to network, build relationships, and identify key influencers and media targets
- Experience in successfully pitching and writing for media, including editorial placements
- Experience working with vulnerable populations, especially children, to tell empowering and authentic stories
- Ability to manage multiple stakeholders to execute effective organisational strategies
- Experience in a large non-profit organisation or conflict/emergency setting is an advantage

Personal behaviours and attributes

- Commitment to Save the Children's purpose and values
- Outstanding interpersonal and communication skills
- Open and participatory style encouraging creativity and collaboration
- Solutions-focused and adaptable to high-stress, fast-moving situations
- High self-motivation and initiative
- Ownership and accountability of work
- High levels of confidentiality and integrity

Required qualifications and/or accreditations

- Relevant qualification in journalism, communications, or equivalent experience

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence:	Not required	Travel:	Required
Working with Children Check:	Required	Assets:	Laptop