

Communications Specialist – Library for All Position Description

Reporting to:	Divisional Communications & Strategy Lead	Work location:	Melbourne
Department:	Strategic Communications	Budget holder:	No
Team:	Brand & Communications	Direct reports:	No

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. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Communications Specialist – [Library For All](#) (LFA) plays a critical role in translating complex program and publishing work into compelling, audience-driven communications. Sitting within Save the Children's central Brand & Communications team, this role leads and delivers on the communications and engagement strategy of LFA in close consultation with the central team, creating content that builds credibility, drives awareness, and helps shift the narrative around inclusive education.

This position partners closely with internal subject matter experts across publishing, technology, programs, and partnerships, and delivers high-impact storytelling across digital, social, and print channels. Guided by Save the Children's overarching brand strategy, and with direction from the Divisional Communications & Strategy Lead, the role ensures LFA's communications are consistent, creative, and strategically aligned.

Here your skills will be valued

Role requirements

Strategic Content Development & Storytelling

- Develop and deliver compelling communications and content strategy that brings LFA's work to life for strategic and prospective partners, thought-leaders in education and children's literature, donors, government partners, and other key stakeholders
- Identify and shape powerful human-centred stories from across LFA's programs and publishing work (e.g. Our Yarning, international initiatives), ensuring cultural integrity and audience relevance.
- Alongside the CEO, ensure the tone, messaging, and voice of LFA strategic content and storytelling adheres to LFA brand identity while also aligning with Save the Children's broader brand identity and narrative.
- Support the evolution of LFA's brand story to reflect its growth ambitions and sector leadership, helping position the organisation as innovative, inclusive, and high impact.

Business Development & Brand Growth

- Act as the steward for the Library For All brand, ensuring its unique identity is upheld while aligning with Save the Children's overarching brand framework.
- Create communications and collateral to support business development, funding proposals, pitch decks, and stakeholder engagement.
- Collaborate with LFA's Senior Leadership Team to align messaging with strategic priorities and sales goals

Digital Platform & Channel Management

- Manage day-to-day publishing across LFA's website and social media platforms.
- Develop content calendars, schedule posts, track engagement, and provide insights to inform continuous improvement.

- Contribute to user experience optimisation in collaboration with Save the Children's digital team.
- Collaborate with Save the Children's Content and Digital teams to coordinate design and content delivery that supports LFA's communications needs.

Health, safety, security, and risk management

- Model a strong safety culture and follow workplace health and safety requirements.
- Adhere to all organisational policies related to communications, safeguarding, and digital asset management.

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](#)
- Represent children's stories ethically, ensuring informed consent, anonymity where required, and cultural sensitivity.
- Respond to safeguarding concerns in accordance with internal policies

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

- 5 years' experience in a communications or content-focused role, with a strong track record of producing high-quality, multi-channel content
- Outstanding written communications skills with an ability to craft narrative, adapt tone, and work across storytelling formats
- Demonstrated ability to work autonomously within a broader strategic framework
- Experience managing social media channels, websites, and digital communications tools
- Strong stakeholder engagement skills and the ability to work across functions, disciplines, and cultures
- Experience developing communications for, or a strong interest in, the humanitarian and international development sector - particularly in education programs

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:** Negligible
Working with Children Check: Required **Assets:** Laptop