

Media Advisor Position Description

Reporting to:	Head of Media	Work location:	Melbourne or anywhere in the eastern seaboard of Australia
Department:	Office of the CEO	Budget holder:	No
Team:	Media	Direct reports:	Nil

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.

Save the Children Australia is committed to being a fearless advocate for children in Australia, the Pacific and globally, and to amplifying their voices in everything that we do.

Working as part of a small team, the Media Advisor plays a crucial role in helping to deliver on this commitment by developing and implementing a variety of media strategies that further the organisation's advocacy goals and raise the profile of our work and children's rights.

Here your skills will be valued

Role requirements

Media

- Collaborate with programs, policy, and advocacy colleagues to develop proactive and reactive media stories that drive tangible change for children in Australia and globally.
- Create and pitch media assets such as press releases, op-eds, and multimedia content to secure high-profile coverage by traditional and new media outlets.
- Identify fresh news angles related to Save the Children's work, in Australia, the Pacific and globally.
- Build and nurture strong relationships with key journalists, including foreign correspondents, across the Australian media landscape.
- Develop innovative approaches to launching reports and supporting advocacy efforts through traditional and new media.
- Provide media training and develop context-specific talking points for Save the Children spokespeople to prepare them for interviews.
- Undertake effective media monitoring, including the creation and distribution of internal news bulletins.
- Contribute to the development of content for social media accounts as required.
- Support youth voice and engagement on issues pertinent to children and youth, fostering a culture of children's rights in Australia.
- Utilise age-appropriate, safe, and professional strategies to engage with key stakeholders, including children and youth.

Health, safety, security and risk management

- Model safe behaviour by following all workplace policies, procedures, work instructions and training
- Work safely at all times and consider the impact of your work practices on your own and others' physical safety and psychological wellbeing.
- Report all incidents, injuries and potential hazards in a timely manner
- Take part in safety activities and improvements, contribute to a culture that supports physical and psychological health.

- Identify, document and manage risks in your programs and work environment, putting controls in place to reduce physical and psychological harm.

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
- Maintain a safe and positive relationship at all times 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

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.

Being a leader at Save the Children Australia means leading with heart, enabling others, and delivering results. Leaders are expected to uphold, and role model the behaviours outlined in our Leadership Framework.

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

- Proven writing skills, including the ability to effectively communicate complex issues and adapt them for diverse audiences.
- Understanding of media as an advocacy tool and the ability to capitalise on key influencing opportunities through media channels.
- Extensive contacts within the Australian media landscape and a solid understanding of its dynamics.
- Successful experience in writing for and pitching to the media.
- Knowledgeable about the issues facing children and young people, with a motivation to raise awareness of their concerns.
- Demonstrated knowledge of child safeguarding principles and their application to media and advocacy activities.

Desirable Knowledge or Experience

- Experience working with children and young people to tell empowering and authentic stories.
- Multimedia skills, including video shooting and photography.

Personal behaviours and attributes

- Willingness to be on call on weekends and public holidays, on a rotating basis with other members of the media team.
- Strong commitment to Save the Children's purpose and values.
- Willingness to travel interstate or internationally to support program activities or humanitarian responses.
- Creative thinking and eagerness to explore new approaches.
- Solutions-focused mindset and adaptability in high-pressure, fast-moving situations.
- Strong interpersonal skills and ability to collaborate effectively in a team environment.
- Passion for and understanding of the value of traditional, digital, and social media.
- Highly organised, with the ability to prioritize complex and competing tasks.

Required qualifications and/or accreditations

- Relevant tertiary qualifications (such as in journalism or communications), or equivalent practical experience.
- Demonstrated experience working in the media, public relations, or a related field.

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:** As required
Working with Children Check: Required **Assets:** Tools of trade