



## Position Description: Communications Coordinator (0.5)

### REPORTS TO

Communications Manager

### BACKGROUND

Fight Food Waste Ltd (FFWL) has a vision of an Australia without food waste. Currently lost or wasted food in Australia adds up to 7.6 million tonnes each year, which could fill the Melbourne Cricket Ground ten times. The financial losses are estimated at over \$36 billion annually. Food waste rotting in landfill is a leading cause of climate change; one that can be readily addressed. Through the United Nations Sustainable Development Goals, the world is now committed to halving food waste by 2030. This is your chance to be part of history in assisting Australia's lead agency in the fight against food waste to achieve this audacious goal.

FFWL is a nonprofit organisation that operates two divisions, the Fight Food Waste Cooperative Research Centre (FFWCRC), which is supported by the Federal Department of Industry, Science, Energy and Resources CRC Program and 60 participants, and Stop Food Waste Australia (SFWA), which is supported by the Federal Department of Agriculture, Water and the Environment and 20 partner organisations. The organisations head office is in Adelaide, with offices in Brisbane, Sydney, Canberra and Melbourne.

We are a values-led organisation that is focussed on:

- Purpose - making a difference, for good
- Integrity - doing what is right
- Collaboration - working together for better outcomes
- Performance - creating meaningful impact

We offer a flexible working environment within a small professional team, a modern office setting 15 min south of the city with free parking, plus salary sacrificing arrangements.

### PRIMARY ROLE

The Communications Coordinator will help deliver FFWL's internal and external communications activities across its two divisions, with a strong focus on Stop Food Waste Australia. The key areas of activity will centre around planning, executing and distributing relevant and timely communications through the SFWA's main digital channels, including its website and social media platforms. Working with the Communications Manager, they will also assist in the implementation of communication strategies that will help SFWA's contribution towards FFWL being the one-stop-shop for food waste information in Australia.

A remuneration package of up to \$85,000 (including 10% superannuation) pro rata is available for this position, which will be 0.5 FTE and based at the University of Adelaide Waite Campus, Urrbrae, Adelaide.

This role reports to the Communications Manager and has no direct staff management duties.

The successful applicant will be offered a 3-year contract with the possibility of extension.

## RELATIONSHIPS

Internal	External
Communications Manager	SFWA partners and signatories
COO, Stop Food Waste Australia	Government representatives (federal, state and local)
CEO	Scientific and industry collaborators
Members of the FFWL Management Team	CRC and SFWA clients
FFWL employees, professional staff and scientists	Suppliers

## QUALIFICATIONS AND EXPERIENCE

1. Exceptional written and oral communication skills, with demonstrable experience of working effectively with key internal and external stakeholders.
2. High-level skills and experience in website content management systems (such as Wordpress), and measurement (Google Analytics), as well as strong understanding of current developments and best practices in UX and accessibility.
3. Demonstrable skills and experience in all aspects of organisational social media on channels such as Facebook, Twitter, LinkedIn and Instagram, including use of social media software such as Sprout or Hootsuite. Experience in paid distribution of social media would be well regarded.
4. Demonstrated experience in other aspects of digital communications such as MailChimp, EventBrite, graphic design (InDesign, Illustrator, PhotoShop), and the creation, editing and delivery of digital photography and video.
5. Tertiary qualification in communication, journalism or an associated discipline or demonstrated equivalent experience and knowledge.
6. A genuine commitment to the cause, the team and the organisation's values and behaviours.

## KEY ACCOUNTABILITIES

- Maintenance and continuous improvement of FFWL's websites, particularly as a 'one-stop-shop' repository of food waste information.
- Management and maintenance of FFWL's social media channels (Facebook, Twitter, LinkedIn, YouTube and Instagram), while keeping abreast of latest developments and potential new FFWL channels.
- Maintenance and upgrading of SFWA's communications toolkits for its Founding Partners and Australian Food Pact signatories.
- Under direction from the Communications Manager, assist with communication and extension activities involving Stop Food Waste Australia partners, signatories and participants, and potentially CRC participants and industry stakeholders.
- Assisting the Communications Manager in delivering other aspects of FFWL's communications activities, including (but not limited to) communication materials such as the monthly e-newsletter, brochures, and/or other outputs.



- Other duties as requested, including assisting with management of events such as the Annual Conference.

### **CANDIDATE SPECIFICATION**

The Communications Coordinator will meet the following requirements:

- Demonstrated ability to work with limited direction, show initiative, to prioritise tasks, and to operate both independently and as a member of a small team.
- A reliable, highly organised, adaptable and flexible approach.
- Ability to interact effectively, confidentially and diplomatically with a wide variety of stakeholders.
- Demonstrated highly developed oral and written communication skills.
- Advanced proficiency in website and social media management.
- Demonstrated understanding of, and commitment to, equity and workplace health and safety principles, adherence to our companies policies, values and behaviours.