**AUSTRALIA TIBET COUNCIL**

**POSITION DESCRIPTION - CAMPAIGNS OFFICER**

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**Title:** Campaigns Officer

**Responsible to:** Executive Officer

**Employment Basis:** 1 year, Part-time

**Salary:** $60,000 to $65,000 full-time equivalent, commensurate with experience and hours worked.

**Date:** August 2020

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## Scope of the Position

The Campaigns Officer assists in the development and implementation of strategies for political advocacy, communications and campaigns. As a key member of the Australia Tibet Council team, you will play an important role in building a strong movement for Tibet in Australia and internationally. You will work with politicians, the media, the public, Tibetan communities and Tibet groups around the world in bringing positive change in Tibet.

The Campaigns Officer is a part-time position, and part of the team responsible for developing and implementing ATC’s national campaigns.

Our preference is for a Sydney-based person but we will consider Melbourne and Canberra locations for the right candidate.

The Campaigns Officer works closely with ATC’s Executive Officer and ATC’s Digital Campaigner. The Campaigns Officer reports to the EO.

## Organisational Context

Australia Tibet Council (ATC) is the national campaigning organisation for human rights and democratic freedoms in Tibet. ATC is an independent, non-profit Australian organisation funded solely by members and supporters. In recognition of ATC’s advocacy for human rights, the Australian Government has certified ATC as a registered charity.

Australia Tibet Council enables everyone in Australia to be part of change in Tibet. We raise awareness of the real situation in Tibet and build public and political support for the Tibetan freedom struggle. We empower Tibetans in Australia to become effective advocates and play an active role in the global Tibetan movement.

ATC is Australia’s largest Tibet support group with 16,000 members and supporters. We are a close partner of the International Campaign for Tibet and an integral part of the International Tibet Network, a worldwide coalition of over 165 Tibet-related non-governmental organisations.

ATC operates as a “virtual” organisation. Staff work from home offices and are in constant contact using Google tools and video conferencing. Staff and Board members meet face-to-face as often as necessary.

## Key Responsibilities:

 **Campaign Planning and Strategy**

* Assist in developing and implementing strategies for public mobilisation campaigns and political advocacy work to fulfil the organisations short- and long-term goals.

**Communications**

* In close cooperation with the Executive Officer, determine media messaging, prepare media releases, and maintain active relationships with media personnel and undertake media interviews where appropriate.
* Prepare written materials to develop and support ATC’s campaigns including government briefings and submissions, campaign reports, speeches and media releases.
* Develop communications materials including supporter emails, reports, political briefings, web copy and video scripts.

**Political Advocacy**

* Maintain active relationship with Department of Foreign Affairs and Trade, Australian All-Party Parliamentary Group for Tibet, appropriate Ministers/Shadow Ministers, Committee Secretariats and individual MPs/Senators and their staff.
* Ensure parliamentarians, government officials and their staff are well briefed on developments in and around the Tibet issue.
* Assist in providing high level support to the Australian All-Party Parliamentary Group for Tibet, including developing strategies and activities for the group, recruiting new members, setting agendas for meetings, monitoring progress and keeping records of group membership.
* Liaise with and represent ATC to politicians’ offices, government officials, journalists, campaign partners and other advocacy targets.
* Undertake lobbying trips to Canberra with the Executive Officer where needed.
* Assist in organising public events as part of various campaign projects.

## Skills and Experience Required:

 **Qualifications**

* University Degree in International Relations, Social Sciences, Communications or other related field; or
* Equivalent of at least two years’ experience in an activist/campaigning role preferably in a not-for- profit/human rights environment.

 **Knowledge and Awareness**

* Understanding of the Tibetan situation and human rights issues.
* Interest in media and understanding of the Australian political environment.

 **Competencies**

* High level written and communication skills.
* Ability to work independently (you will work from your home/office).
* Recent experience working with an activist organisation.
* The ability to work effectively and cooperatively in a small team.

 **Personal Characteristics**

* Accuracy and attention to detail
* Ability to take initiative, and willingness to take responsibility for completion of tasks.
* Very good personal organisation - ability to plan and meet deadlines.
* Willingness to take direction and provide regular written reports.
* Excellent people skills, ability to cold call and build relationships.
* Ability to work under pressure.