

Production Coordinator

UnitingWorld

4 March 2022

About UnitingWorld

UnitingWorld is an agency of the Uniting Church in Australia (UCA). We collaborate internationally to address the causes and consequences of poverty, injustice, and violence. We work with partners in Asia, Africa and in the Pacific in poverty alleviation, gender equality, disaster readiness and leadership development.

As a registered Australian charity with PBI status, we can offer staff attractive salary packaging benefits.

We work with and through churches, but our programs include all people regardless of their faith, sexuality, ethnicity, ability, or gender. Our programs are initiated and implemented by our partners.

We translate rigorous sustainable community development principles through the lens of our Christian faith. We help to build leadership and organisational capacity. We partner for the long haul. We strive to build an international community, helping connect our partners with each other and our own church.

We maintain the highest standards for international development in Australia by being a member of the Australian Council of International Development (ACFID), a signatory of their Code of Conduct, and by being accredited by the Department of Foreign Affairs and Trade (DFAT) to receive Australian Aid funding. We are also members of the Fundraising Institute of Australia, and of the international ACT Alliance network.

Purpose of the Role

The Production Coordinator is part of our dynamic Communications and Fundraising Team. Working alongside the Campaign Coordinator and reporting to the Communications Content Manager, they will be responsible for producing all our digital and print publications, carefully managing the schedule to deliver high quality, on-time, on-budget marketing and communications collateral to support UnitingWorld's mission.

Scope and location of the role

The role is 0.8-1 FTE negotiable, reports to the Communications Content Manager and is Sydney-based.

Key Responsibility Areas:

- Drive UnitingWorld's production of digital and printed collateral
- Manage relationships and scheduling between UnitingWorld and our suppliers, designers and consultants.
- Deliver on time production for UnitingWorld communications.
- Support the Campaign Coordinator and Head of Fundraising Communications to produce production budgets and timelines for printed media.
- Oversee maintenance of the UnitingWorld website and all social media platforms, working closely with the Communications Content Manager and Campaign Coordinator to source and update content.
- Other duties as required.

Selection Criteria

Essential

- Strong supplier and/or stakeholder management skills
- Experience in carrying out projects to timelines
- Strong multi-tasking and organisational skills
- Sound interpersonal, verbal and written communication skills
- Ability to work collaboratively and constructively as part of a team
- Proficiency in Microsoft Word and Excel
- Preparedness to work within the ethos and practice of the Uniting Church in Australia

Desirable

- Familiarity with WordPress and/or experience with web content maintenance
- Experience and confidence working with data and client management systems, ideally Salesforce
- Relevant tertiary qualification and/or equivalent experience in fundraising, marketing, sales or related field

Core Competencies

- Highly organised – Is structured and systematic in all approaches to working.
- Initiative & Accountability - Takes responsibility for actions and proactively implements work plan and addresses issues.
- Continuous Quality Improvement - Identify continuous quality improvement opportunities.