

NATIONAL NATIVE TITLE COUNCIL

POSITION DESCRIPTION: SOCIAL MEDIA OFFICER

Job Title:	Social Media Officer
Location:	Melbourne or Perth
Prime Function:	The Social Media Officer will support the NNTC in communications through social media platforms such as Facebook, Twitter, Instagram and others.
Reports to:	Director of Policy
Classification:	\$26,488 (Level 1.5) as 0.4 FTE Plus 10% Superannuation

The National Native Title Council (NNTC) is the peak body for the native title sector made up of regional Native Title Representative Bodies and Native Title Service Providers (NTRB/SPs), and local Prescribed Body Corporates and Traditional Owner Corporations (PBC/TOCs). The NNTC advocates for the rights of First Nations peoples through legislative and policy reform.

The NNTC is currently undertaking a range of national reform work across three main areas: native title compensation, cultural heritage and PBC nation rebuilding.

Further information about all our projects is available on the [NNTC website](#).

Whilst the role does not require specific technical knowledge of the above reform issues, the NNTC is seeking a Social Media Officer to work **approximately 15 hours per week** on the following:

- Manage the NNTC's social media platforms and improve its reach across a range of channels, including Facebook, Twitter, Instagram and others;
- Create well informed social media content that aligns with the strategic direction of the NNTC;
- Maintain and update the NNTC's website (Wordpress);
- Produce bi-monthly online NNTC Newsletter and other comms materials as required.

The position will report directly to the Director of Policy and work closely with other staff from legal and policy backgrounds.

The successful candidate will have or be working towards a tertiary degree in digital media or equivalent. The candidate should have experience/working knowledge in social media and latest digital technologies, Mailchimp, Canva and/or Adobe Creative or similar.

The candidate should have flexibility in their work approach and hours and be passionate about supporting the rights of First Nations peoples.

We can offer a 3-month short term contract on a part-time basis with the option to extend. The salary is set at \$26,488 based on 0.4 FTE position plus superannuation and salary packaging.

Aboriginality is considered an essential requirement for this position under section 50D of the *Equal Employment Opportunity Act 1984 (WA)* and the special measure provisions in Section 12 of the *Victorian Equal Opportunity Act 2010 (Vic)*. First Nations people are encouraged to apply.

Please provide **short (1 page) response** detailing your social media expertise and why you are the best candidate for this work, and provide a current resume which includes contact details of two referees to Dr Belinda Burbidge – belinda.burbidge@nntc.com.au by **Friday 17th September 2021**.

Approved by CEO September 2021