



NSW Child, Family & Community
Peak Aboriginal Corporation

AbSec is the peak organisation advocating for the rights, safety, and wellbeing of Aboriginal and Torres Strait Islander children, young people, families, and communities in New South Wales.

As an Aboriginal-led organisation, we champion self-determination and work towards a child and family system that is culturally safe, community-driven, and responsive to the needs of Aboriginal and Torres Strait Islander peoples.

Communications and Advocacy Officer

Key position information	
Job title:	Communications and Advocacy Officer
Business unit:	Policy and Advocacy
Location:	Gadigal Land, NSW
Reports to:	Manager, Communications and Memberships
Status:	Permanent, Full Time (35 hours / week)
Award classification:	SCHADS Level 4, \$91,130 plus superannuation, (not-for-profit salary packaging available)
Delegation:	Operational
Financial Delegation:	Nil.
Direct reports:	Nil.
Position requirements	<ul style="list-style-type: none"> • Relevant tertiary qualifications in communications, journalism, public relations, marketing, social sciences or a related discipline or equivalent demonstrated experience. • A minimum of 2–3 years' experience in communications, advocacy, media, public affairs or campaign support roles, preferably in a not-for-profit, community services, Aboriginal community-controlled organisation or government context.

About AbSec

AbSec – NSW Child, Family and Community Peak Aboriginal Corporation is the peak organisation advocating for the rights and wellbeing of Aboriginal and Torres Strait Islander children, young people and families in NSW. We provide an Aboriginal and Torres Strait Islander perspective on child protection and out-of-home care policy to the NSW Government and support the community-controlled sector to deliver effective services for Aboriginal and Torres

Strait Islander children, young people and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

Our Vision

Aboriginal and Torres Strait Islander children and young people are looked after in safe, thriving Aboriginal and Torres Strait Islander families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal and Torres Strait Islander nations and respecting Traditional Owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal and Torres Strait Islander peoples to make decisions that impact their lives, recognising the interests of Aboriginal and Torres Strait Islander children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal and Torres Strait Islander children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

About AbSec Learning & Development Centre

AbSec Learning and Development Centre (AbSec LDC), is a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

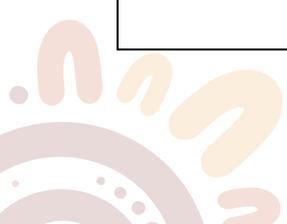
Role Purpose

The Communications and Advocacy Officer plays a key role in advancing AbSec's advocacy priorities through clear, compelling and culturally grounded communications. This role supports the planning, coordination and delivery of advocacy campaigns, sector engagement activities and day-to-day communications that amplify AbSec's policy positions and sector leadership. Working closely with the Manager, Communications and Memberships, the Policy and Advocacy team, and the broader Communications and Memberships team, the Officer will develop and deliver content across digital, media and sector-facing channels to influence key

stakeholders and decision-makers.

This role contributes to a coordinated and integrated communications approach across AbSec, ensuring advocacy messaging is consistent, strategic and aligned with organisational priorities and values.

Function	Accountabilities
Operational	<ul style="list-style-type: none"> ▪ Plan, coordinate and deliver advocacy and communications campaigns aligned with AbSec’s strategic and policy priorities. ▪ Support the development and delivery of strategic advocacy messaging across AbSec’s core activities and campaigns. ▪ Write high-quality content including media releases, statements, policy explainers, campaign communications, sector updates and briefings. ▪ Create and manage content for digital channels, including website content, newsletters and social media copy. ▪ Coordinate media enquiries, case studies, PR opportunities and story development in collaboration with the communications team. ▪ Work across digital platforms including social media, website updates and media monitoring tools (e.g. Meltwater). ▪ Maintain campaign trackers, content calendars, timelines and approval processes to ensure effective delivery. ▪ Prepare briefing materials, stakeholder updates and supporting communications resources. ▪ Ensure all communications are culturally grounded, accurate and aligned with AbSec’s purpose, values and brand. ▪ Support internal teams with ad hoc communications, advocacy and marketing activities as required. ▪ Undertake other duties within the scope of this role, as directed.
Organisation Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with members of the Policy and Advocacy team, Communications and Memberships team and broader organisation to achieve AbSec’s strategic goals. ▪ Consistently act in accordance with AbSec’s values, challenging practices inconsistent with these values and using them to guide relationships and decision-making. ▪ Comply with AbSec policies and procedures. ▪ Participate in organisational and professional development activities as directed. ▪ Contribute to AbSec events and sector engagement activities as part of the Communications and Memberships team. ▪ Participate in organisational and professional development activities as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Manager, Communications and Memberships and the Communications and Memberships team. ▪ Policy and Advocacy team. ▪ Sector partners, Aboriginal community-controlled organisations and member organisations. ▪ Government stakeholders, media and external advocacy partners. ▪ Aboriginal communities, children, young people and families to ensure communications reflect community perspectives.



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| | <ul style="list-style-type: none">▪ External suppliers such as designers, videographers, media and PR providers.▪ All staff to ensure robust input into activities. |
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Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Demonstrated experience planning, coordinating and delivering advocacy, communications or social change campaigns in a mission-driven organisation.
- Strong writing and editing skills, with the ability to produce clear, compelling and audience-appropriate content across multiple platforms.
- Experience managing digital communications, including websites and social media.
- Demonstrated ability to work collaboratively with a broad range of stakeholders, including policy teams, researchers, government, community organisations and media.
- Experience coordinating content production, including graphic design, audiovisual materials and copywriting to support campaigns.
- Ability to manage multiple priorities, work proactively and meet deadlines in a fast-paced environment.
- Demonstrated capacity to create culturally appropriate communications that centre Aboriginal and Torres Strait Islander voices and perspectives.
- Strong judgement, attention to detail and communication skills.
- Proficiency in Microsoft Office, Teams, SharePoint and other office productivity tools, with aptitude to learn new software and systems.
- Demonstrated commitment and willingness to do what it takes to get the job done, adaptability and enjoys a challenge.

The following are desirable:

- Experience working in advocacy, public affairs, media relations or a demonstrated commitment to social justice.
- Experience working with or alongside Aboriginal and Torres Strait Islander families, communities or organisations.
- Understanding of the NSW child protection system and/or the Aboriginal child and family sector.

Practical Requirements

- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and an NSW Working with Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.

