



## **Position Description – Communications Manager**

**Full-time | Canberra or Flexible/Home-based | \$102,900pa + super + salary packaging**

### **About AIPPA**

The Australian Indigenous Psychologists Association (AIPPA) is the national peak for Aboriginal and Torres Strait Islander psychologists. We are committed to supporting the social and emotional wellbeing of our people, strengthening the Aboriginal and Torres Strait Islander psychology workforce, and promoting culturally safe and effective approaches to mental health and suicide prevention.

AIPPA works closely with communities, members, government, and partners to create change, celebrate our profession, and advocate for better outcomes for Aboriginal and Torres Strait Islander peoples.

### **About the Role**

AIPPA is seeking an experienced and motivated **Communications Manager** to join our small, dedicated team. This is a new position that will lead our strategic communications and ensure our voice is strong, consistent, and impactful.

In this role, you will be responsible for:

- Developing and delivering a communications strategy that promotes AIPPA's work and priorities.
- Managing and growing AIPPA's presence across social media channels.
- Designing and producing communications collateral, including reports, newsletters, and promotional materials.
- Leading the redesign and ongoing management of AIPPA's website.
- Supporting the promotion of AIPPA's events, publications, and advocacy initiatives to a broad audience, including members, partners, and the media.

This role will suit a highly organised and creative communications professional with a passion for telling stories, connecting with audiences, and making a difference.

### **Key Responsibilities**

- Lead the development and implementation of AIPPA's strategic communications plan.
- Lead marketing and promotion of AIPPA key programs and services, including courses offered in AIPPA's learning and professional development program.
- Manage AIPPA's brand and ensure consistent messaging across all platforms.
- Create, edit, and publish high-quality content for print, digital, and social media.
- Oversee AIPPA's website redevelopment and ensure it remains up-to-date, accessible, and engaging.

- Build and maintain relationships with media outlets and other stakeholders to amplify AIPA's work.
- Monitor communications performance and provide reports and insights to the CEO and Board.

## Key Selection Criteria

### Essential:

1. Demonstrated experience in developing and implementing strategic communications in a professional environment.
2. Strong skills in writing, editing, and producing engaging content for multiple platforms (digital, social media, and print).
3. Proven ability to work independently, manage multiple projects simultaneously and meet deadlines.
4. Proficiency in using design and publishing tools (e.g., Canva, Adobe Creative Suite) and managing website content management systems.

### Desirable:

- Experience working in a communications role within a non-government organisation (NGO).
- Experience working with an Aboriginal and Torres Strait Islander community-controlled organisation.
- Understanding of Aboriginal and Torres Strait Islander mental health, suicide prevention, and/or social and emotional wellbeing.

### Our Commitment

AIPA is committed to building a diverse and inclusive workplace. **Suitably qualified and experienced Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.**

Note: This position is **only open to Australian and New Zealand citizens, and Australian permanent residents**, who have the right to live and work in Australia.

## How to Apply

Submit your CV (max 2 pages) and a cover letter (max 1 page) addressing the key selection criteria via [www.ethicaljobs.com.au](http://www.ethicaljobs.com.au) by **4pm AEST, 28 September 2025**.

For more information about the role or AIPA, please contact [people@aipa.asn.au](mailto:people@aipa.asn.au) or visit [www.aipa.asn.au](http://www.aipa.asn.au).