



NSW Service for the Treatment
and Rehabilitation of Torture
and Trauma Survivors

VACANCY

Communications and Public Relations Officer

Do you want to work in one of Australia's leading organisations providing treatment and rehabilitation to torture and trauma survivors; that's quality focused, diverse & committed to making a difference in the lives of vulnerable people in communities?

Come & join us!

The Organisation

"STARTTS is a not-for-profit Affiliated Health Organisation focused on providing a broad range of services to refugees in NSW. The focus of STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths."

The Role

The Communications and Public Relations Officer will be responsible for handling internal and external communications for the Executive, achieving KPI targets in line with strategic media and political outreach objectives. The role will work closely with the Executive team in enhancing STARTTS' branding, creating engaging and impactful content to elevate STARTTS' public image, while remaining sensitive to political and cultural nuances.

The position will involve team collaboration to develop various communication materials, including press releases, articles, blog posts, multimedia content, and social media copy to effectively convey STARTTS' mission, goals, and initiatives to a wide-ranging audience. The Communications Officer and Public Relations position will be the key point of contact for media relations, cultivating favourable relationships with journalists and media outlets, ensuring timely delivery of communication campaigns, and maintaining a proactive approach to address emerging issues. The position will also collaborate with STARTTS CEO, departments, teams, and external partners to support and resource public engagement program activities, ensuring consistent messaging and integrated communication efforts across the organisation.

Position No: 1009-5

Closing date: Friday 6th October 2023

Enquiries: Nikki Kerr on 02 9646 6700

Work Type: Full-time; 38 hours per week. Contract up to 30 June 2025. (Continuation subject to ongoing funding)

Location: Carramar NSW

Salary: Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role under the NSW Health Awards. A generous salary packaging scheme is also offered to reduce the taxable income and increase the take home pay.



VACANCY

Skills and Qualifications Required

Essential:

1. Tertiary qualifications in a relevant discipline, preferably in communications, journalism, or public relations.
2. Minimum of 3 years professional experience in communications, public relations, or journalism, preferably within the non-profit or mental health sector.
3. Proven experience in building and maintaining relationships with journalists, media outlets, influencers, and key stakeholders and proven expertise in developing and executing communication strategies and adeptness in handling media relations and managing reputational risk.
4. Comfortable with public speaking engagements and delivering presentations on behalf of the organisation.
5. Demonstrated organisational skills and attention to detail, with proven ability to prioritise, manage competing demands and meet deadlines.
6. Understanding of government processes at national and state levels, as well as the non-government sector and refugee community relations.
7. Familiarity with broadcast, print, and social media and their operational mechanisms.
8. Sensitivity and understanding of cultural differences and the ability to tailor communication strategies to resonate with diverse audiences.
9. Excellent oral, written & interpersonal communication skills and ability to work independently and as part of a multidisciplinary team within a multicultural environment.
10. NSW Driver's licence and access to a vehicle.

Desirable:

1. Skills and experience in the design and development of printed and website based promotional and information material and brand oversight.
2. Demonstrated interest in human rights and social justice issues.

*This position is not considered child-related employment and will require a National Police Check.

VACCINATION REQUIREMENTS

* Category A workers are required to meet and maintain the vaccination criteria (as per the current NSW Health and STARTTS policies) including annual influenza vaccinations. Two doses of an approved COVID-19 vaccine will be required to provide a record of your COVID-19 vaccination status. Annual Influenza vaccinations are mandatory. Vaccination and/or assessment for several other transmissible diseases are also required.

Category B workers must have two doses of an approved COVID-19 vaccine and must also provide COVID-19 vaccination evidence if successful. (The annual influenza vaccination as well as vaccination for other transmissible diseases are strongly encouraged but not mandatory).

Should you not be able to comply with vaccination requirements before your commencement date, the offer of employment may be withdrawn.



NSW Service for the Treatment
and Rehabilitation of Torture
and Trauma Survivors

VACANCY

HOW TO APPLY

To be considered for this position, please ensure you address the selection criteria as thoroughly as possible.

1. Complete a [STARTTS Application for Employment Form](#)
2. Write a **Statement Against the Selection Criteria** outlining how you meet the selection criteria (see the guide "[How to apply for a job at STARTTS](#)")
3. Submit an up-to-date **Curriculum Vitae (CV)**
4. Provide copies of relevant Qualifications if applicable (overseas qualification must be assessed by an appropriate Australian body to be considered)
5. Statements of Service from previous relevant roles (if applicable, please ask us for a sample)
6. A cover letter is optional.
7. Email your application and supporting documents to: STTS-Jobs@health.nsw.gov.au