Senior Communications Specialist

**Location:** Institute for Economics & Peace - global head office, Sydney, Australia

**Salary:** Commensurate with experience

**Deadline:** Friday 1 September, 2023

This is a unique opportunity to continue your career in marketing & communications where you will further develop high impact skills, and help lead the Institute’s communications team in an established international environment.

In this role you will be overseeing:

- **Media** - Supporting IEP’s media strategy including international media outreach.
- **Content** - Create and deliver media, corporate and digital content.
- **Publishing** - Manage the proofreading and publication process for IEP content.
- **Team management** - Function as the senior member of the small communications team.

We are looking to hire a highly motivated individual who enjoys hard work and demonstrates strong initiative. An excellent communicator, you will understand how to effectively communicate with - and market to - various global demographics. You enjoy working independently, as well as contributing collaboratively. You are a team player who is driven, creative, passionate about the use of media and communications to help create a better world.

You will engage with a global audience, delivering cutting-edge information with international significance. Our primary function is building peace through research, insight, and partnerships. Though a small team, we enjoy a yearly global reach of over 40 billion media, broadcast, and social media impressions with an audience in more than 150 countries.

**About the Institute for Economics & Peace**

The Institute for Economics & Peace (IEP) stands at the forefront of global peace research as an exciting non-profit organisation. With its headquarters in Sydney, Australia, and additional global offices in locations such as New York, Brussels, The Hague, Mexico City, and Harare, IEP is committed to unbiased and non-partisan research. IEP is independently funded, and driven by a mission to create a paradigm shift in the way the world thinks about peace.
Recognised as one of the world’s most impactful think tanks relative to its size, IEP’s work commands respect and frequent citations from global institutions, including the UN, the OECD, and the World Bank. Beyond research, IEP also offers global consulting services to leading multilateral organisations and government departments.

Central to IEP’s success are its flagship products, the Global Peace Index and Global Terrorism Index, which together garner billions of media and digital impressions each year. These products stand as global leaders in their respective fields, with integration into thousands of university courses and inspiring practical training in nations such as the Philippines, Zimbabwe, Tunisia, Mexico, and Uganda. The Institute’s influential research is regularly featured on the pages and screens of leading international media outlets like the Guardian, the Economist, Huffington Post, Washington Post, CNN, and BBC.

IEP’s collaborative approach extends to partnerships with distinguished organisations that include the Economist Intelligence Unit, the Center for Strategic and International Studies (CSIS), Rotary International, the International Chamber of Commerce, Club de Madrid, the World Tourism and Travel Council (WTTC), and the Commonwealth Secretariat.

The Role

Working in collaboration with the Communications team and reporting to the Director, Global Communications, you will have responsibilities that include:

- **Media** - in collaboration with the Director, Global Communications, execution of IEP’s media strategy through international media outreach, media briefings and events
- **Content** - Create and deliver press releases, media relations content, case studies, executive bios, corporate newsletter & blog content, social media content, and speaking proposals.
- **Publishing** - Manage the proofreading and publication process for research reports and communications materials.
- **Team management** - Function as a senior member of the small communications team during the director’s travels or other engagements. This role requires hands on management experience and the ability to steer the team towards the organisation’s goals.

**Daily duties and responsibilities:**

- Develop and execute IEP’s communications strategy, targeting key media contacts and managing proofreading processes for research and communications materials.
- Oversee project management for various communications projects, including international launch events, digital products, and strategic partnerships.
Create and deliver a wide range of content, including press releases, media relations materials, corporate newsletters, blogs, and social media content.

Collaborate with the Communications team to design print and digital company literature, marketing, and promotional materials, utilizing tools such as Adobe's Creative Suite, video editing software, and Canva.

Prepare comprehensive press briefing materials and maintain an organized database of journalists and media contacts for streamlined communication.

The selection criteria:

- A self-driven, articulate collaborator with excellent verbal and written communication skills, capable of working with minimal supervision.
- Proven experience in developing and implementing communications strategies, with an emphasis on international media outreach and collaboration with journalists.
- A minimum of five years’ experience in public affairs and communications, with escalating responsibilities and proven skills in writing, editing, and presenting complex subjects.
- Technical proficiency in Adobe's Creative Suite, Canva, video editing preferred.
- University degree in communication, journalism, international relations, or political sciences, with a preference for experience in peace, conflict, and development or related disciplines.

Desired personal qualities

- Excellent attention to detail and solution oriented.
- Ability to meet multiple deadlines.
- Ability to work well under pressure with discretion and sound judgement.
- A commitment to and an interest in peace and development.
- Comfortable working in a majority office-based environment.

Information & to Apply

Location: This position is based full time at IEP headquarters in Sydney, Australia.

Only candidates with full working rights for Australia and who are in Australia will be considered for the role.

Hours: 9:00 – 5:30pm, Monday – Friday. This is an office-based role with an international focus and may, from time to time, require evening or early morning conference calls.
Remuneration: The Senior Communications Specialist remuneration salary package will be commensurate with experience.

Applications to: Please forward a CV and cover letter addressing the selection criteria and desired personal qualities to jobs@economicsandpeace.org

Deadline for applications: Friday 1 September, 2023

Information: economicsandpeace.org, visionofhumanity.org