

# Job Description: ATC Research & Government Relations Manager

**Title:** Research & Government Relations Manager

**Responsible to:** Executive Officer

**Location:** Sydney with some travel expected

**Employment Basis:** 30 hours per week (over minimum 4 days)

**Salary:** Commensurate with experience (\$42,510 to \$44,210 total package)

**Date:** September 2010

**CLOSING DATE: Applications are invited by close of business on 15 September 2010.**

## **SCOPE OF THE POSITION**

The Research and Government Relations Manager is a 30-hour per week position, and part of the team responsible for developing and implementing ATC's national campaigns.

## **JOB SUMMARY, MAIN RESPONSIBILITIES AND OUTCOMES**

In a part time role, reporting to the Executive Officer, the Research and Government Relations Manager is responsible for:

### **Research and Writing**

- Research and develop relevant material for campaigns, including fact sheets, articles, reports, political briefings, supporter communications and other web and email materials

### **Political Advocacy**

- Ensure parliamentarians, government officials and their staff are well briefed on developments in and around the Tibet issue
- Maintain active relationship with Department of Foreign Affairs and Trade, Australian All-Party Parliamentary Group for Tibet, appropriate Ministers/Shadow Ministers, Committee Secretariats and individual MPs/Senators and their staff
- Undertake lobbying trips to Canberra with the Executive Officer where needed
- Provide high level support to the Australian All-Party Parliamentary Group for Tibet as required

### **Media**

- In close cooperation with the Executive Officer, determine media messaging, write and

distribute media releases, and maintain active relationships with key allies in the media  
- Undertake media interviews where appropriate

### **Campaign Planning and Strategy**

The Research and Government Relations Manager will play an active role in the development of ATC's campaign strategy and work plans. This will involve participating in ATC's monthly Board meetings and twice-yearly national summits; assisting the Executive Officer with preparations for the summit; and assisting the Executive Officer in developing and implementing strategies and priorities agreed at the summit and at other times by the Board.

### **REQUIRED SKILLS AND QUALIFICATIONS:**

#### **Qualifications**

- University Degree in Public Policy, International Relations, Social Sciences, or other related field or
- Equivalent of at least two years experience in an activist/campaigning role preferably in a not for profit/human rights environment

#### **Competencies**

- Recent experience working with an activist organisation
- The ability to work effectively and cooperatively in a small team environment
- High level verbal and written communication skills
- Good computer skills, including knowledge of Word, Excel and Powerpoint or equivalents
- Budget and time management skills
- Interest in media and up-to-date with current political climate in Australia and China

#### **Personal Characteristics**

- Ability to take initiative, and willingness to take responsibility for completion of tasks
- Willingness to take direction and provide regular written reports
- Very good personal organisation - ability to plan and meet deadlines
- Excellent people skills, ability to cold call and build relationships
- Accuracy and attention to detail
- Ability to manage issues and relationships with tact and diplomacy
- Ability to work under pressure

## **Knowledge and Awareness**

- Understanding of the Tibetan situation and human rights issues

## **ORGANISATIONAL CONTEXT**

Australia Tibet Council (**ATC**) works to promote the human rights and democratic freedoms of the Tibetan people. ATC raises awareness of the situation in Tibet at all levels of Australian society, encourages government and community leaders to take positive action, and supports appropriate Australian and international initiatives. ATC's campaign areas include promoting support for negotiations between His Holiness the Dalai Lama and the Chinese government to reach a just resolution to the Tibet situation; promotion of religious and cultural freedom and human rights, particularly in the case of Tibetan political prisoners and highlighting the importance of the Tibetan environment and the dangers of inappropriate development.

ATC was established in 1988 and is Australia's largest Tibet Support group. ATC is an independent, non-profit Australian organisation funded solely by members and supporters, with the head office located in inner Sydney. There are currently two other employed staff - one full-time and one part-time.

ATC liaises closely with the Tibet Information Office located in Canberra and is a member of the International Tibet Support Network.

More information about the work of ATC can be found on <http://www.atc.org.au/>

**CLOSING DATE: Applications are invited by close of business on 15 September 2010.**

Applications should include a letter outlining the candidate's strengths and suitability for the role, a current CV, and two referees and be sent by email to:

**Paul Bourke**

**Executive Officer**

**Australia Tibet Council**

[tibetcouncil@atc.org.au](mailto:tibetcouncil@atc.org.au)