



Position Description

Role	Communications Adviser
Division	Advocacy
Reports to	Head of Strategic Communications

About the Super Members Council

The Super Members Council (SMC) is the collective voice for more than 12 million Australians who have over \$1.9 trillion in retirement savings managed by profit-to-member superannuation funds. Our purpose is to protect and advance their interests throughout their lives, advocating on their behalf to ensure superannuation policy is stable, effective, and equitable. We produce rigorous research and analysis and work with Parliamentarians and policy makers across the full breadth of Parliament.

Role Purpose

This is a full-time, Melbourne-based position.

The Communications Adviser supports SMC's media and strategic communications activities to protect and strengthen the reputation of SMC and profit-to-member superannuation funds.

Working closely with the Head of Strategic Communications, Media Adviser, and Social Media and Marketing Manager, the role contributes to the development and delivery of communications strategies, content and day-to-day communications activities.

The position is suited to an early-career communications professional with experience or a demonstrated interest in journalism, public relations, marketing or social media who is seeking to develop broad experience within an integrated communications function.

The Communications Adviser works collaboratively and builds trusted relationships across SMC, supporting the organisation's integrated approach to policy advocacy.

Responsibilities

Key accountabilities	Key responsibilities
Strategic Communications	– Support the development and execution of communications strategies that align with SMC's advocacy priorities. – Assist with research requests to inform communications and media activity. – Draft briefing notes, talking points and other supporting materials as required.
Media	– Assist with media inquiries, including drafting responses and coordinating with the Media Adviser. – Monitor daily media coverage relevant to SMC and profit-to-member super funds, and flag emerging issues and opportunities. – Support the coordination of media opportunities and interview logistics.
Social Media, Marketing & Website	– Write and edit copy for SMC's website, social media channels and marketing materials. – Support the Social Media and Marketing Manager to plan and deliver social media content. – Contribute ideas for initiatives and content that engage members and stakeholders.



Team Support & Collaboration	– Provide day-to-day support to the Head of Strategic Communications, Media Adviser, and Social Media and Marketing Manager across a range of communications tasks. – Work collaboratively across SMC teams, including policy, research and government relations, to ensure communications reflect SMC's integrated approach to advocacy. – Manage competing priorities and deadlines effectively, escalating issues where appropriate.
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Role Competencies (qualifications, skills and experience)

- Tertiary qualification in communications, journalism, public relations, marketing or a related field (or equivalent experience).
- Early career professional with some experience or demonstrated interest in journalism, PR, marketing or social media.
- Strong written and verbal communication skills, with the ability to write clearly for different audiences and channels.
- Good digital media skills, including familiarity with website, social media and content tools.
- Excellent time-management and organisational skills, with the ability to manage multiple tasks and deadlines.
- A collaborative, trustworthy approach, with the ability to build strong working relationships across teams.
- Ability to work effectively both independently and as part of a team, in an organisation that values integrated policy advocacy.
- Sound judgement and discretion when handling sensitive or confidential information.
- An interest and understanding of the political and economic landscape.