



**Duty statement - Selection Criteria for a part time (15 hours per week till late-May, \$40 per hour) organiser and communications manager for AAPP**

The primary aim of this position is to raise the profile with the general public of the issue of the unjust prosecutions of David McBride, Bernard Collaery, Witness K, and Richard Boyle, and the unjust imprisonment of Julian Assange in Britain and his extradition request by the USA government.

The part time Organiser and Communications Manager (OCM) will perform many of the following duties regularly. Some will be performed only intermittently with priorities being discussed with the AAPP Co-Convenors. The OCM will report to the AAPP Co-convenors and have a weekly zoom meeting with them as necessary.

The Selection Criteria will be that the occupant of the position has the knowledge, skills, ability and enthusiasm to carry out the duties below.

**1. Develop and manage media contacts and opportunities**

- Draft media releases and follow-up with the media.
- Write letters to the editor or contribute articles, including to regional print media, in coordination with the convenors.
- Monitor the media, electronic and print, for articles or events of relevance to the campaign.
- Recommend and/or discuss with one or more committee members a response to any relevant breaking news, and ensure its implementation.
- The OCM is strongly encouraged to suggest other ways to promote the campaign.
- Manage social media as required (Facebook and Twitter), when the regular volunteer social media manager is absent or needs assistance, ie, in sharing campaign-related information and news items. Provide input and ideas for effective social media outreach to campaign audience. The time and other resources spent on social media support will need to be appropriately balanced with other communication needs of the campaign.

**2. Help to organise meetings with parliamentarians and other decision-makers**

- This will be done in consultation with the convenors.

**3. Assist in managing events in coordination with convenors**

- Contribute ideas for events, such as webinars, rallies, photo ops.
- Assist in organising such events.

**4. Assist with the emails to our list through the Action Network system if required.**

**5. Assist in maintaining the website and uploading items as required - <https://aapp.ipan.org.au/>**

- Upload media articles, media releases and events

## **6. Other duties**

- Strengthen links with supporting organisations, and liaise with them as necessary.
- Other duties may arise from time to time, in consultation with the convenors.

The pay rate is \$40 per hour and the person will be employed as a temporary independent contractor.

*For further information contact Kathryn Kelly on 0417 269 984 or [kathrynk09@gmail.com](mailto:kathrynk09@gmail.com)*  
**See also the AAPP website at [aapp.ipan.org.au](http://aapp.ipan.org.au)**

**Applications close 6pm, Fri 11 March 2022. Submit by email to [kathrynk09@gmail.com](mailto:kathrynk09@gmail.com) and [Susan.connelly@sosj.org.au](mailto:Susan.connelly@sosj.org.au)**