

| Position | Communications Manager |
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| <p>The Firm</p> | <p>Phi Finney McDonald is a litigation law firm with offices in Melbourne, Sydney and London. We specialise in complex and large-scale litigation, with a focus on shareholder class actions. The firm has a strong commitment to social justice and is looking for people who want to make the world a better place. Our values are reflected in the excellent remuneration and benefits on offer, and our belief in flexible working arrangements. We value diversity and are eager to receive applications from candidates with different backgrounds.</p> |
| <p>Job Brief</p> | <p>Due to continued growth and international expansion, we are looking for a Communications Manager to join our team. This role reports to our Managing Director and will oversee the day-to-day internal and external communications, free media, social media, and marketing functions.</p> <p>You will be a highly motivated, experienced professional who has a strong work ethic and who supports productive working relationships.</p> <p>This is a hands-on and multi-disciplinary role with significant room for growth and advancement in responsibility and seniority. It will be suited to someone who understands and shares the firm's social justice values.</p> |
| <p>Responsibilities</p> | <ul style="list-style-type: none"> • Strategy. You will work to oversee the firm's external communications and marketing activities. You will have a hands-on approach but all of your work will be guided by an agreed purpose and with clear outcomes in mind. • Media management. You will be the key contact for media queries and work with our team to manage class action media announcements. You will oversee the writing and distribution of media releases and you will work to develop and strengthen relationships with journalists (in AU and UK). • Website oversight. You will ensure all content is up-to-date and current and you will work closely with our website agency on content, design and SEO work. You will oversee a program of work to make sure that the website is regularly reviewed and updated. • Social media account management. You will deliver on a plan to aid the production of content for the firm's social media accounts. You will monitor and grow these accounts, always looking for new content to share. • Legal Industry. You will work with the lawyers to prepare submissions and research for various legal industry awards and publications. • Content creation. You will work the lawyers to prepare communications for a diverse range of audiences including the legal industry, key stakeholders, government and others. You will help bring our brand to life. • Stakeholder engagement. You will liaise, for media and marketing purposes with key stakeholders of the firm. You will work with external parties to develop media and marketing strategies. |

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| <p>Skills</p> | <ul style="list-style-type: none"> • You write clearly and persuasively. • You are experienced in developing and maintaining relationships with journalists. • You have managed websites and are familiar with content management system WordPress. • You have experience with social media management and monitoring. • You are experienced in dealing with a wide-range of people with different interests. • You can provide strategic advice to the business Directors and staff. • You are experienced at preparing media and marketing communication plans. • You have developed processes and systems to guide project work. |
| <p>Requirements</p> | <ul style="list-style-type: none"> • Bachelor's degree in communications, journalism, marketing or related field. • Minimum of 5 years' relevant experience in a communications role. • Knowledge of desktop publishing software. • Excellent verbal, written, and interpersonal skills. • Good time management and organizational skills. • Excellent written and oral communication with strong attention to detail and accuracy • Proficiency in design and publishing software • Willingness to pitch in and go the extra mile. |