



## Terms of Reference – Communications Support Officer

**About ANZSOC:** The Australian and New Zealand Society of Criminology Inc. was established:

- To promote study, understanding, and co-operation in the field of Criminology;
- To bring together persons actively engaged, or who have been actively engaged, in teaching and/or practices in the field of Criminology;
- To foster training and research in Criminology in institutions of learning, and in law enforcement, judicial, and correctional agencies;
- To encourage communication within the field of Criminology through publications and conferences;
- To promote and foster understanding of Criminology by parliaments, governments, and the public.

**About the Journal of Criminology:** The *Journal of Criminology* is an international peer-reviewed journal in the field of criminology. Originally published under the title of the *Australian and New Zealand Journal of Criminology*, it expressly seeks to publish innovative theoretical, empirical and policy-oriented research from around the world, as well as maintaining a strong commitment to high quality research in the Australasian region. Our editorial board represents the diversity of the field and the Journal's aim to publish manuscripts that advance the field of criminology.

### About the position

The Communications Support Officer will work across both ANZSOC and the JoC. The position requires strength in knowledge transfer, writing and communications, particularly on social media platforms, to promote the Society and the Journal. The position will involve translating research outputs, events and other communications from ANZSOC and the Journal into digestible and consumable materials that are accessible to a wider audience, including to ANZSOC and JoC stakeholders, members and the broader community. Such materials may include social media posts, event communications (eg. e-flyers/Eventbrite pages) and quarterly Journal newsletters (via MailChimp).

The position will require the successful applicant to work across a range of communication focused tasks to raise the external facing profiles of both ANZSOC and the Journal. This includes, but is not limited to:

- Managing and establishing social media accounts for both ANZSOC and the Journal
- Development of ANZSOC and Journal communications materials such as event communications and a quarterly Journal newsletter.

- Assisting with the promotion of ANZSOC and the Journal at conferences and other relevant events.
- Drafting stories/posts with associated images on relevant ANZSOC and Journal news for cross posting on social media and relevant websites.
- Keeping communications lists of Journal stakeholders up to date.
- Other communication tasks as required to support ANZSOC and the Journal.

You will work under the direct supervision of the Journal Editors-in-Chief, Associate Professor Asher Flynn and Professor Rebecca Wickes, with reporting requirements in place with the President of ANZSOC, Associate Professor Angela Higginson.

This is a 0.2FTE role at an HEW Step 4/5/6 level (to be determined prior to commencement). This means you will be required to work one day per week (flexibility available regarding which day). The work will be completed largely independently based on tasks allocated to you.

Applications are due by **COB Monday 11 September, 2023**.

Applications should be directed to Asher Flynn and Rebecca Wickes via the Journal email: [joc@monash.edu](mailto:joc@monash.edu).

Applications should include a cover letter of no longer than 2 pages outlining the applicant's skills and experience relevant to the position, and a CV no longer than 5 pages that includes details of two referees.

Shortlisted applicants will be notified within two weeks of the application closing date.