

Amaze Position Description

Position title	Team
Communications and Corporate Engagement Business Partner	Change Team
Reporting to	Effective date
Project & Partnership Development	October 2024
Hours	Position type
0.8 - 1.0 full-time equivalent (FTE) (flexible)	Fixed 12-month contract with option to extend
Salary	Location
\$80,000 – 95,000 (pro-rata) + superannuation + salary packaging	Hybrid Ground Floor, 678 Victoria Street, Richmond / Wurundjeri

Amaze's commitment to inclusive employment

We are committed to creating a diverse, inclusive and engaged workplace and are proud to be an equal opportunity employer. We recruit people from a wide variety of backgrounds, cultures and perspectives to help foster an environment that enables us to be bold, accepting of difference, embrace curiosity, reflective and initiate change in ourselves and others.

We can provide a range of supports and adjustments, starting from the recruitment process right through to ongoing employment. If you would like to enquire about the supports and/or adjustments available to you during the process of submitting your application or in general, please feel free to contact us by emailing hr@amaze.org.au or calling (03) 9657 1600.

Amaze respectfully acknowledges the Wurundjeri Woi Wurrung peoples of the Kulin Nation as the Traditional Custodians of the land on which our office is based. We pay our respect to their Elders past and present and reflect on the continuing connection with Country and community. As an organisation, we embarked on our journey of reconciliation with First Nations peoples at the beginning of 2023. We are currently in the Reflect stage of our Reconciliation Action Plan journey and are deeply committed to creating a culturally safe and inclusive environment for First Nations peoples. You can read more about our reconciliation journey [here](#).

About the role

Reporting to the Project and Partner Development Manager, the Communications and Corporate Engagement BP will work closely with the Change Team. This position will play a critical role in developing Amaze and the A-Plus Programs growth and industry engagement strategy, primarily focusing on corporate communications.

In this hands-on and varied role, the successful candidate will work closely with the leadership team to develop industry-facing brand and sub-brand identities for different markets, helping to engage corporate and institutional partners and bring the brand values to life for all A-Plus programs and services, including consulting and advisory and strategic partnership offerings.

This role will involve developing content for digital channels such as the website, newsletters and social media, ensuring a strong emphasis on engagement with corporate audiences, as well as identifying and leveraging thought leadership opportunities, including media relations and events, to enhance organisational visibility within industry.

Key areas of responsibility include:

- Strategic brand development
- Corporate communications and media relations
- Campaigns and project support
- Editorial, copywriting, content development, and review

What you'll be doing

- Supporting the Change team by developing and executing key campaigns and projects that drive partner engagement, raise market awareness, and enhance delivery of programs and partnerships.
- Managing content creation for the website, newsletter, and social media channels relating to the A-Plus program and other Amaze sub-brands, ensuring a strong emphasis on brand reputation and engagement with corporate audiences.
- Identifying and leveraging thought leadership opportunities, including media relations and events, to enhance Amaze and sub-brand value propositions within target industry.
- Developing and implementing a consistent corporate style and tone of voice for Amaze sub brands, aligning with organisational values
- Leading industry facing corporate communications and media relations efforts to promote the A-Plus brand, including identifying media and PR opportunities, and capturing opportunities for thought leadership, events, and newsworthy content to elevate the A-Plus program and Amaze B2B services.
- Using your editorial storytelling expertise to craft compelling articles, talking points, and media releases that align with Amaze's organisational priorities and corporate partnerships.
- Creating impactful written content to support campaigns and organisational initiatives across digital and print platforms, with a focus on expanding corporate engagement.



- Working with the Digital Team to develop targeted campaigns to drive audience engagement and generate leads, widening Amaze's reach in key markets
- Working with the Change team, contribute to the development of high-quality tenders, proposals, and grant submissions that align with both corporate guidelines and business objectives.
- Reviewing and refining project content to ensure it maintains quality, consistency, accessibility, and brand alignment across Amaze's platforms.
- Supporting the execution of social media strategies for Amaze and its corporate-facing sub-brands and supporting updates to the Amaze website and microsites.
- Working closely with the Partnerships and Programs Manager to draft or review content for key partner campaigns and initiatives.
- Collaborating with the Research, Resources, and Facilitation teams to produce engaging case studies, testimonials, training materials, and research summaries for customers.
- Contributing to post-campaign reviews by gathering insights and identifying opportunities for future improvements.
- Working alongside the Communications Business Partners to manage the production and sourcing of print collateral, including promotional materials and reports, where required.

General

- Other tasks as required, aligned to skills, experience and role level.
- Adherence to Amaze policies and procedure including the Amaze Code of Conduct.

About you

KEY SELECTION CRITERIA

Qualifications and Experience

- Relevant tertiary qualifications or equivalent professional experience in Communications, Public Communications, Marketing, or related fields.
- B2B corporate communications experience delivering foundational and high profile initiatives, and demonstrable experience in developing and managing written content and communications for an industry audience.
- Brand reputation development and management experience, including contributing to the development of brand roadmaps.
- Demonstrated ability to write clear, engaging copy, and to adapt tone and style for different purposes to engage diverse audiences through effective communication and marketing strategies, and that aligns with brand voice and organisational goals.
- Experience developing content for corporate, government, and community audiences, with knowledge of marketing best practices.
- Demonstrated experience working with content management systems (e.g., WordPress) and social media management tools.



- **Desirable:**
 - experience working with topics of a sensitive nature,
 - Experience working across corporate and not-for-profit sector highly desirable
 - Lived experience or strong understanding of autism, neurodiversity,

Knowledge

- Knowledge and understanding of communications and marketing principles and best practice approaches.
- An understanding of the needs of different audiences and stakeholders, and the ability to adapt communication styles accordingly.
- Autistic community focused with either knowledge of, or commitment to, developing respectful communications for autistic people and their families and carers.
- Understanding of B2B corporate communications across digital and traditional media

Capabilities

- Collaborative mindset, with a proactive approach to seeking solutions and improvements.
- Drive and determination to deliver work on time and to a high standard whilst managing multiple priorities and competing deadlines.
- Strong interpersonal and communication skills, with the ability to collaborate effectively with a range of stakeholders.
- Proactive in seeking help when and where needed, and to offer help and support where required.
- Curious and creative, with the ability to think critically and independently including exercising initiative.
- Fosters an inclusive workplace where diversity and individual differences are accepted and valued.
- Demonstrated alignment to the Amaze values which are: Community Centric, Collaboration and Partnership, Constructive and Solutions Focused, Determination and Independence, Evidence Informed and Outcomes Driven, Strengths Based.

About the team

The Change Team at Amaze is dedicated to driving positive change during key adult transitions by offering guidance, training, and resources that enhance understanding, acceptance, and support for the Autistic community. Our goal is to transform work and consumer environments, challenge misconceptions, and dismantle stereotypes, ultimately creating meaningful and sustainable opportunities for Autistic people across education, employment and engagement.

The Project & Partner Development team plays a key part in developing strategic partnerships, delivering consultancy and advisory services, and managing key projects across Amaze. The team is pivotal to ensuring Amaze's products and services are market-ready and effectively communicated, driving value propositions for industry partners—particularly through the A-Plus brand.



Position within the Organisation

As part of the Project & Partner Development Team, this position focuses on creating meaningful engagement with corporate stakeholders, ensuring that Amaze's work is impactful and aligned with its mission to support inclusive environments for Autistic people. The team also collaborates closely with the Design and Delivery team and this role will support the teams research and resources outputs to enable organisations to engage effectively with developed resources and services.

Team Culture and Approach

The Change team embraces an agile mindset, characterised by continuous learning, adaptability, and collaborative problem-solving. We value clarity, transparency, and flexibility, fostering a culture of support and inclusion. We emphasise accountability at both the team and individual levels, as this commitment drives continuous professional development and leads to improvements in our work. By taking ownership of our actions and outcomes, we proactively seek opportunities for growth and strive for excellence in serving the community.

About Amaze

[Amaze](#) is a leading autism organisation driving change so that Autistic people and their families can live their best lives in a more autism inclusive Australia.

For more than 50 years, Amaze has been supporting Autistic people, their families, and the community. While based in Victoria, our reach is national, and we are the home of Australia's first-ever national autism helpline – Autism Connect. This service is free to any person residing in Australia.

We also work closely with governments, partner organisations, corporates and grassroots community groups and supporters across the country to deliver vital services and information to the autism community. Our focus also extends to assisting employers to create more autism inclusive workplaces that can sustainably support increased and improved employment of Autistic people. As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs that inform and drive systems-change.

Our vision is inspired, and our ambitions significant, but our five strategic priorities (2022-2026) – *Autism Assessment and Diagnosis, Education and Training, Employment, NDIS, Health and Mental Health* – reflect the areas that we believe will have the greatest opportunity for impact for Autistic people, their families and the community.

Inherent requirements of the role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs, where practicable. However, this role is an office-based and/or a position that requires engagement with stakeholders and community, and some aspects of the role are non-negotiable.

For this role, candidates will be required to:

- work in an open plan environment when working from the Richmond / Wurundjeri office, and/or
- complete sedentary desk work at a computer, and/or



- work collaboratively as part of a team, and/or
- communicate via phone, through video meetings, or in-person, and/or
- attend all-staff meetings, mandatory organisational trainings and events, and/or
- concentrate for extended periods of time, with support if required, and/or
- change tasks on request with little to no warning.

Other requirements

- As this position requires work from Amaze's Richmond office, the successful candidate will be required to provide proof of their triple COVID-19 vaccination status.
- Evidence of right to work in Australia if you are not an Australian citizen.
- Successful National Police Check (paid by Amaze).
- Successful Working with Children Check (paid by Amaze).
- Ability to occasionally work out of hours and travel interstate for events and meetings, as required.
- Please note, if you are notified by Amaze that you are the preferred candidate after the interview/s, you will be required to submit two references.

Working with Amaze Benefits

There are lots of reasons why you should work with us. Here are just a few...

- Join a team of people passionate about driving positive change so that Autistic people and their families can live their best lives.
- Our culture emphasises kindness, respect, and inclusion. This includes actively engaging and supporting a neurodivergent workforce and offering reasonable adjustments and flexible working arrangements.
- Access to a holistic employee assistance program (EAP) for staff and their household members.
- Personal and professional development opportunities.
- Generous salary packaging.
- Spacious offices in Richmond / Wurundjeri with the opportunity to engage in Victoria Gardens Corporate program including freebies, discounts, and offers.

