



Australian Government

ABORIGINAL  
HOSTELS LIMITED

## Vacancy Information

Aboriginal Hostels Limited's (AHL) purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across its network of hostels, dedicated staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

As AHL's Communication Manager, you will collaborate across AHL and lead a small team in managing AHL's corporate communication, media and public relations activities. You will be responsible for delivering key company events throughout the year, which will attract media attention. Another key responsibility is the ongoing delivery and continuous improvement of AHL's intranet. You will work closely with the Content Manager on executing AHL's internal and external engagements strategies. Your exceptional organisational skills, innovation, outstanding communication skills, communication and public relations experience, and attention to detail, will contribute to enhancing our brand presence, engaging our audience, and driving company communications maturity and growth.

<b>Job Reference</b>	VN-0766320
<b>Classification</b>	Executive Level 1
<b>Job Title</b>	Communication Manager (PN 9725)
<b>Employment Type</b>	Ongoing, Full-time (75 hours per fortnight)
<b>Salary</b>	\$115,443.00 – \$125,832.00 per annum
<b>Benefits</b>	<ul style="list-style-type: none"> <li>15.4% superannuation</li> <li>Regular salary packaging options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.</li> </ul>
<b>Reports to</b>	Director Communication and Reporting
<b>Location</b>	Canberra ACT or Interstate (remote and/or in AHL office)
<b>Contact Officer</b>	Pen Hucker: 0429 069 710



## Position Description

<p><b>Plan, lead and deliver AHL's communication strategies and engagement activities to raise AHL's profile and support company growth</b></p>	<ul style="list-style-type: none"> <li>• Manage, develop and implement effective communication strategies, including strategic forward planning, to communicate AHL's priorities and services to stakeholders.</li> <li>• Design strategies to build AHL's profile across multiples streams including social media, sponsorship, and stakeholder engagement activities.</li> <li>• Deliver regular media monitoring (via Stroom) and provide media reporting.</li> <li>• In partnership with AHL's Content Manager, support the publication of content about the company, for various audiences and channels, including AHL's website and intranet.</li> <li>• Provide advice on AHL design, branding and images, and develop new marketing collateral that aligns with AHL's branding and style.</li> <li>• Manage the expansion of AHL's professional photo library.</li> <li>• Ensure that AHL's Visual Style Guide and Preferred Terminology documents are contemporary and accessible to all staff.</li> <li>• Support the production of AHL's corporate reporting products, such as Annual Reports and Corporate Plans.</li> <li>• Manage the communication and marketing budget with integrity.</li> <li>• Manage and lead the planning and execution of corporate events.</li> </ul>
<p><b>Work effectively and flexibly within a small team to achieve results.</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain professional and productive and working relationships with external and internal stakeholders.</li> <li>• Represent AHL at external meetings and facilitate regular communication with NIAA's Communication Director and Media Team.</li> <li>• Participate in relevant internal AHL working groups and cross-branch collaboration activities.</li> </ul>
<p><b>Develop and maintain productive and collaborative relationships with stakeholders to support high-quality content development</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain professional and productive and working relationships with external and internal stakeholders.</li> <li>• Represent AHL at external meetings and facilitate regular communication with NIAA's Communication Director and Media Team.</li> <li>• Participate in relevant internal AHL working groups and cross-branch collaboration activities.</li> </ul>
<p><b>Support the breadth of work of the Communication and Reporting team, more broadly</b></p>	<ul style="list-style-type: none"> <li>• Undertake relevant training and professional development.</li> <li>• Other duties as directed.</li> </ul>

Qualifications and Experience	<ul style="list-style-type: none"><li>• Highly desirable – Relevant tertiary qualifications in Web design, marketing, Communications or Public relations</li><li>• Relevant working experience in Marketing Management or Public relations</li></ul>
<p><i>Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed, and the employee may be required to perform work not specifically referred to above.</i></p>	

## Recruitment Initiatives

This is an **Identified Position** and First Nations jobseekers are encouraged to apply, as well as non-First Nations jobseekers with a demonstrated commitment to working with First Nations peoples. The successful applicant will need to demonstrate a knowledge and understanding of First Nations peoples and display respect and dignity in all their dealings with staff and residents.

Further, the **RecruitAbility** scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility, declare you have a disability, and meet the minimum requirements for the position. For more information on the RecruitAbility scheme please follow this link: [APSC Recruitability scheme guide applicants](#).

## Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications.

## How to apply

- Complete the **Application Form** available from our website [www.ahl.gov.au/work](http://www.ahl.gov.au/work), including a maximum 2 page pitch that discusses why you are interested in the role, what your vision for brand and communication at AHL is, and how your previous experience will help you execute that vision. Please consider the position description when preparing your pitch.
- Email your current **Resume** and completed **Application Form** to [jobs@ahl.gov.au](mailto:jobs@ahl.gov.au) by 11:59pm AEDT on **Sunday 1 February 2026**
- Please include your name and the job reference (**VN-0766320**) in the subject of your email.