

Role Title:	Communications & Engagement Manager
Reports To:	General Manager
Revision:	January 2025
Overall objective	
<p>The Communications and Engagement Manager plays a key part in elevating Middleton Group’s presence and influence. By enhancing brand visibility, creating compelling content, and fostering meaningful relationships with stakeholders, this role is integral to driving the company’s success. Aligned with our strategic pillars, it positions Middleton Group as a respected industry leader.</p>	
Key responsibilities	<ul style="list-style-type: none"> • Plan and deliver events that showcase Middleton Group’s brand and amplify visibility across Australasia. • Develop and disseminate high-quality, engaging content that attracts and resonates with clients and networks. • Maintain and optimise online platforms, using visual media to create compelling communications that reflect the organisation’s values and capabilities. • Run events to build networks between staff and clients, strengthening relationships and collaboration. • Find ways to engage with our communities through Industry, University, and professional events, as well as through collaboration with professional bodies. • Leverage opportunities to continue to build Middleton Group’s reputation as an industry leader and a great place to work.
Experience	<ul style="list-style-type: none"> • Proven experience in communications, event planning, and content creation, ideally within a corporate or professional services setting. • Strong ability to develop and engage both internal and external stakeholders, building effective relationships and driving collaboration. • Exceptional writing and content development skills, with a creative approach to delivering impactful messaging across digital and traditional platforms. • Strong organisational and multitasking abilities, with attention to detail, budget management, and the ability to meet deadlines effectively. • Experience in contributing to a positive workplace culture, promoting collaboration, inclusivity, and shared values across the organisation.
Personal Attributes	<ul style="list-style-type: none"> • Values driven - Committed to nurturing a people focussed culture. • People Focussed - Demonstrates genuine care for staff well-being and development, fostering a supportive work culture. • Growth Mindset - Seeks and embraces opportunities for development, innovation and improvement.

Role Description

	<ul style="list-style-type: none">Engagement & Collaboration Focussed - Connects and inspires collaborative teamwork across Middleton Group, leading a culture of celebration and fostering an environment of engagement and collaboration.
Experience	<ul style="list-style-type: none">A relevant degree and/or 3+ years of relevant experience.