

Position: **Manager, Communications and Advocacy**

Employment Status 12 month contract (with possibility of extension)



Classification: Social Community Health Care and Disability Services Industry Award, 2010

Are you a self motivated and adaptable communications manager with advocacy or campaigning experience? This newly created role is responsible for increasing the impact and influence of the Mental Health Coordinating Council (MHCC), the peak body for community managed mental health organisations. The Manager, Communications and Advocacy will work to cohesively bring together MHCC's policy development, advocacy and communications to assist the organisation achieve its strategic goals, supporting the community managed mental health sector and raising its profile.

The role responsibilities include:

- Communications and media strategy including general media management, media releases and responses
- Maximising MHCC's reach and impact as a peak body
- Supporting membership growth through advocacy and engagement

MHCC is seeking a person with initiative, excellent communication skills, an understanding of the media and a desire to be part of an innovative team. This person must be able to operate effectively and collegially in an environment characterised by frequent change, short timeframes and competing demands.

This is a full time 12 month contract position with possibility of extension. MHCC will consider reduced hours for the right candidate.

If this sounds like you, then apply today by sending your resume and a statement addressing the selection criteria below.

Selection Criteria

Essential criteria

- Demonstrated experience and success in:
 - strategic communications and media relations
 - coordinating communications activities
 - designing and delivering advocacy projects and community campaigning
 - building positive working relationships internally and externally and working collaboratively with stakeholders to effect change.
- High level initiative and judgement with a record of innovation and achievement
- Excellent oral and written communication skills – can write clearly and persuasively for a range of audiences.
- Solid understanding of the political system, processes and policy development

- Good organisational skills and able to manage multiple tasks, competing priorities and complete work within tight timeframes.
- Relevant degree level qualifications in communications or related field or equivalent knowledge and experience

Desirable

- An understanding of contemporary mental health issues and the community services sector
- An understanding of the NDIS and the role of sector peak bodies
- Experience working with a membership based organisation
- Experience with website and social media content development, working with a wide range of platforms

Job benefits and perks

Remuneration packaging includes base salary of \$90-100k based on experience, plus super guarantee contribution, FBT salary packaging and entertainment benefits under our Public Benevolent Institution status available.

MHCC offers a flexible working environment.

To Apply

Applications close Tuesday 10th November 2020.

MHCC may contact suitable candidates prior to the application close date.

Enquires and written application including resume and cover letter addressing the criteria outlined above are to be addressed to Erika Hewitt email

erika@mhcc.org.au.

Full Job Description is available from our website www.mhcc.org.au.

Applications that do not address all of the selection criteria will not be considered.

We promote diversity and practice equity. Aboriginal and Torres Strait Islander people, people from different cultural backgrounds, LGBTIQ+ people and people with disabilities are strongly encouraged to apply.

Job Description

Position:	Manager, Communications and Advocacy
Employment Status:	38 hours per week
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010
Responsible to:	CEO
Responsible for:	Implementing MHCC's communications and advocacy strategy to influence positive change and raise awareness of the community managed mental health sector
Direct Report:	Communications Team Leader
Indirect Reports:	Content Marketing Officer Digital Design Officer

About the role

The Mental Health Coordinating Council (MHCC) is the peak body for community managed mental health organisations. The Manager, Communications and Advocacy is responsible for communications and advocacy activities to position MHCC to influence positive change, support the community managed mental health sector and raise its profile. The role will work to cohesively bring together MHCC's policy development, advocacy and communications to support the organisation to achieve its strategic goals.

The position requires a self-motivated person with initiative, excellent communication skills, an understanding of the media and a desire to be part of an innovative team with a commitment to implement MHCC's ethos. This person must be able to operate effectively and collegially in an environment characterised by frequent change, short timeframes and competing demands.

Communications Strategy

- Develop and implement an integrated communications strategy to maximise MHCC's impact and reach as a peak body
- Oversee implementation of systems for analysing the effectiveness of communication activities
- Write briefing papers that can be used for presentations, reports to the board and communications
- Ensure communication and marketing activities and resources are aligned with MHCC vision and values
- Provide oversight of and support organisational communications, promotions and events including publications, website and social media presence

Advocacy and Stakeholder Engagement

- Work with the CEO, staff and member organisations to advance relevant advocacy policies and initiatives in accordance with agreed strategic directions
- Support MHCC membership growth by identifying organisations appropriate for MHCC membership and create opportunities to engage with them

- Oversight community and membership engagement strategy in consultation with CEO and relevant staff to enhance MHCC's profile and reputation in the sector and the broader community
- Build strong connections with staff, members and sector leaders to identify emerging opportunities for MHCC activity

Profile

- In consultation with the CEO, develop MHCC's advocacy, communications and media work ensuring it is aligned with the strategic plan and delivers results.
- Deliver communications and advocacy advice, services and products to a high standard, including general media management, media releases and responses, sector consultation and communication, speeches and presentations; publications and reports
- Identify opportunities to promote MHCC resources and publications to a broader audience

Supervise Staff

- Ensure appropriate systems are in place to support and supervise staff (including regular one on one meetings, group meetings etc.) and provide regular updates on performance to the CEO
- Manage and resolve staff complaints and issues with support from the Operations and HR Manager

Participate in and actively encourage a culture in accordance with MHCC values

- Create and facilitate a climate that is conducive to learning and is reflective of MHCC principles and values.
- Positively represent MHCC at all time, understand MHCC mission and aims and be aware of MHCC's role as a peak body

Teamwork

- Work collaboratively with other team members
- Actively engage with other team members in continuous improvement of MHCC
- Attendance/ participation at staff/ team meetings as required

Other

- Undertake market research to maintain currency in community sector developments
- Undertake professional development to ensure competencies remain current with industry standards
- Attend/ participate in relevant meetings and industry forums as required
- Maintain data bases and statistics as required
- Provide reports to the CEO, and Board as required
- Abide by the MHCC Policy and Procedures Manual and workplace / legislative requirements
- Abide by the Code of Conduct Agreement

- Ensure the practice of Workplace, Health and Safety (WH&S) Standards are maintained by staff and self
- Ensure compliance with all Commonwealth & State legislative requirements governing MHCC activities (including but not limited to EEO, Anti-discrimination, WH&S, VET)
- Participate in an annual performance appraisal and regular supervision
- Use equipment provided in a professional manner
- Other duties as directed by the CEO