

## Position Description

<b>Position title</b>	Communications Officer	<b>Division/Business Unit</b>	Communications and Advocacy
<b>Location of role</b>	Lilyfield	<b>Direct reports</b>	
<b>Reports to</b>	Manager Communications and Advocacy	<b>Industrial instrument</b>	Award
<b>Employment Status</b>	Part time, 4 days per week	<b>Award</b>	
<b>Date prepared</b>	01/02/2023		

## About Mental Health Coordinating Council

Mental Health Coordinating Council is the peak body for mental health community-based organisations across New South Wales. MHCC champions community-based, non-government organisations who work to support better outcomes for people living with mental health conditions. Together with our members, we make a positive difference in the mental health sector by driving reform, sustainability and system improvements.

### Our Vision

People living with mental health conditions are supported to live meaningful lives in the communities of their choice.

### Our Purpose

To promote mental health and wellbeing in NSW by championing a strong community mental health sector through leadership, advocacy and support.

### Our Values

Integrity. Collaboration. Leadership. Impact

## About the Role

Mental Health Coordinating Council has an exciting opportunity for a committed Communications Officer looking to make a positive difference in an important sector. The Communications Officer produces high-quality content to tell our story across a range of channels, including e-bulletins, web, social, marketing materials and publications and resources.

This role works in partnership with the Communications and Engagement Officer and reports to the Manager of Communications and Advocacy.

The position is being offered four days a week on a 12 month contract.

MHCC offers a flexible working environment, work life balance and great work culture.

### **Key Communications responsibilities**

- Develop stories, content and ideas that promote mental health, the organisation and our members on our website and across our social channels
- Write and edit engaging content for newsletters, including a weekly e-newsletter
- Provide communications support for our membership by producing and coordinating email content and sends
- Work in partnership with the policy team to develop resources, publications and run promotional campaigns
- Work with the Manager of Communications and Engagement to produce the organisation's annual report
- Develop high quality publications, multimedia content and slideshows
- Contribute to the monthly social media calendar and monitor communities across our social media channels
- Maintain marketing list hygiene

### **Other responsibilities**

- Support the planning and implementation of online and face-to-face public events, alongside the Communications and Engagement Officer.

### **General responsibilities**

- To support the vision and objectives of Mental Health Coordinating Council
- Conduct other duties consistent with the position and as directed from time to time by the immediate manager
- Work collaboratively with other members of the organisation
- To always abide by MHCC Policy and Procedures and workplace legislative requirements
- To participate in an annual performance appraisal
- Use equipment provided in a professional manner
- Attend and participate at staff and team meetings as required

### **To be successful in this role you will need**

- Bachelor's degree in journalism, communications, or related field
- Experience in a similar role
- Excellent writing, editing and proofreading skills for a variety of channels
- The ability to work both independently and as part of a team
- A commitment to the organisation's vision to support people living with mental health conditions

## Education/Qualifications/Skills

Degree in Communications, Marketing, Digital Communication, Journalism or equivalent experience.

<b>Job specific skills, knowledge and abilities</b>	<ul style="list-style-type: none"> <li>• Experience in communications, media, marketing or similar</li> <li>• High level skills in Microsoft Office software applications</li> <li>• Ability to use Wordpress or similar web publishing software</li> <li>• Social media platforms and bulk email management software</li> <li>• Knowledge of CRM software</li> <li>• Adobe skills desirable</li> <li>• Full Australian work rights</li> <li>• Current driver's licence</li> </ul>		
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>• Experience with, or desire to understand, Google Analytics and other digital merits</li> <li>• An interest in the Not for Profit space and mental health</li> </ul>		
<b>Mandatory checks</b>	<input type="checkbox"/> Working with Children Check	<input checked="" type="checkbox"/> Police Clearance	
<b>Other</b>	<input type="checkbox"/> First Aid	<input checked="" type="checkbox"/> Double Vaccination	