

## POSITION DESCRIPTION

<b>Position title</b>	Communications and Engagement Officer	<b>Business Unit</b>	Communications and Engagement
<b>Location of role</b>	Lilyfield	<b>Direct reports</b>	0
<b>Reports to</b>	Manager Communications and Engagement	<b>Industrial instrument</b>	SCHADS Awards
<b>Employment Status</b>	Full time	<b>Award</b>	3
<b>Date prepared</b>	17/5/2024		

### About Mental Health Coordinating Council

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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 systemic 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

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Mental Health Coordinating Council has an exciting opportunity for a committed Communications and Engagement Officer looking to make a positive difference.

The Communications and Engagement Officer is responsible for planning and delivering events, including logistics and publicity. The role includes producing high-quality content to market and enhance events and educational training across a range of channels: email newsletters, web, social and print.

This role works in partnership with the Communications and Content Officer and other key stakeholders both internally and externally. The role reports to the Communications and Engagement Manager. MHCC offers a flexible working environment, work life balance, a paid wellbeing day per quarter and great work culture. The role is fulltime.

### Key Responsibilities

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#### Events responsibilities

- Plan and deliver online and in-person events: logistics, registration, post event reporting and recommendations
- Lead events promotional activity: create marketing assets, update and manage marketing lists, streamline registration journeys and develop post event follow up
- Produce and update an annual Event Marketing Calendar
- Develop strategies to grow and enhance events

- Manage relationships with internal and external stakeholders professionally and respectfully.

### **Communications responsibilities**

- Support communications for the Learning and Development Unit: maintain web course pages and produce a fortnightly newsletter
- Develop and update email templates and maintain marketing list hygiene
- Provide digital media assets inhouse and work with a third-party graphic designer to produce high quality materials
- Contribute to the monthly social media calendar and support media monitoring
- As required, develop multimedia content, publications and slideshows
- Content input related to events and educational training for website, social channels and e-newsletters

### **General responsibilities**

- Project support or lead as directed by the immediate Manager
- 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
- Abide by MHCC Policy and Procedures and workplace legislative requirements
- Support the vision and objectives of Mental Health Coordinating Council

## **Education/Qualifications/Skills**

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**To be successful in this role you will need the following education, qualifications and skills**

### **Formal education**

- Degree in events, communications, marketing, digital communication, journalism or equivalent experience.

### **Job specific skills, knowledge and abilities**

- Experience and confidence to plan, coordinate and run events
- Strong interpersonal skills in building and managing relationships
- Experience in digital communications: web publishing, social media, marketing automation platforms
- Excellent writing and editing skills
- High level skills in Microsoft Office
- Understanding and willing to upskill in CRM software
- An eye for design and attention to detail
- Adobe skills desirable
- 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 challenges
- Full Australian work rights
- Current driver's licence
- Immediate start

### **Desirable experience**

- An interest in the Not-for-Profit space and mental health

### **Mandatory checks**

- Working with Children Check
- Police Clearance

### **Other**

- First Aid
- Other (specify)