

POSITION DESCRIPTION

Position title	Communications and Content Officer	Business Unit	Communications and Engagement
Location of role	Lilyfield	Direct reports	0
Reports to	Manager Communications and Engagement	Industrial instrument	SCHADS Awards
Employment Status	Part time, 3-4 days per week	Award	3
Date prepared	5/08/2024		

About Mental Health Coordinating Council

Mental Health Coordinating Council is the peak body for community managed mental health organisations in New South Wales and is also a Registered Training Organisation. MHCC champions community-based, non-government organisations who work to support better outcomes for people living with mental health challenges. 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 challenges have access to quality support and opportunities to live meaningful lives.

Our Purpose

Provide leadership, advocacy and education, and promote cross-sector collaboration that cultivates a workforce that is skilled and sustained to deliver safe and supportive care.

Our Values

Integrity. Innovation. Impact.

About the Role

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

The Communications and Content Officer will demonstrate exceptional writing skills, a flair for impactful storytelling, and a keen eye for detail. The role is responsible for producing high-quality content to tell our story across a range of channels and mediums, including email, web, social, media releases, marketing materials, publications and resources.

This role works in partnership with the Communications and Engagement 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 part-time 3-4 days a week.

Key Responsibilities

Communications responsibilities

- Write and edit engaging content for newsletters, including a weekly sector newsletter.
- Develop stories, content and ideas that promote mental health, the organisation and our members on our website and across our social channels

- 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 media releases
- 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
- 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

- 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

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

Formal education

- Degree in communications, media, journalism, publishing or equivalent experience.

Job specific skills, knowledge and abilities

- Strong copywriting skills with experience in communications, media, journalism, publishing or similar
- Strong attention to detail
- Experience in digital communications: web publishing, social media, marketing automation platforms
- High level skills in Microsoft Office
- Knowledge of CRM software
- 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)