1. **POSITION**

 Communications Officer

1. **RESPONSIBLE TO**

 Manager, Strategy and Programs

1. **LOCATION**

Ballarat or Horsham (may be worked from home for portion of the time)

1. **AWARD**

This position is located within Level 5 of the SCHADS Award, pay point dependent on skills and experience. In addition, employer superannuation guarantee and salary packaging as per WHG policies will apply, including an additional 2% employer superannuation contribution. Annual leave variations can be purchased up to a total of 8 weeks annual leave per year [48/52]. Generous professional development opportunities are available.

1. **TRAVEL**

A vehicle is available for any work-related travel

1. **HOURS**

19 hours per week (0.5 EFT)

1. **TERM OF EMPLOYMENT**

This is a fixed term contract, for 12 months from the date of commencement and includes a 3-month probationary period.

1. **PERFORMANCE REVIEW**

All staff participate in Staff Performance Appraisal and Development as per the WHG policy.

A satisfactory Criminal Record check is required.

1. **WHG AND CoRE BACKGROUND**

Women’s Health Grampians (WHG) is one of nine regional and three statewide women’s health services funded by the Department of Human Services. With an office located in Ballarat, WHG is a community-based women’s health organisation providing integrated health promotion to improve the health and well-being of women in the Grampians region. Working within a feminist framework, WHG focuses at the population level and work to achieve healthy public policy, particularly relating to prevention of violence against women, gender equality and sexual and reproductive health through improved service provision for women.

Communities of Respect and Equality (CoRE) is an Alliance of organisations, businesses, clubs and groups that share a vision for safe, equal and respectful communities. Members of CoRE commit to a Strategy to Prevent Violence Against Women and their Children which guides collective action to promote gender equality and counter discrimination, sexism and gender inequality. Since launching in 2016, CoRE has grown to a membership of over 120 organisations. More information can be found [here](https://whg.org.au/our-work/prevention-violence-women/core/).

1. **KEY RESPONSIBILITIES**
	1. Work within the Health Promotion team and provide advice on effective communication strategies to improve community knowledge in relation to our program areas. This includes raising awareness to the issues, incidence, prevalence, consequences and causes and inciting action to create social change.
	2. Development of the WHG Communications Strategy, including key messages. This will involve working in partnership with the Health Promotion team.
	3. Support the development of and implement appropriate communication strategies including supporting the preparation of media releases and other materials, and coordinate distribution to media outlets and other stakeholders.
	4. Maintain WHG’s social media accounts and website, with support.
	5. Promotion of WHG events (and support the organisation of these events).
	6. Oversee and at times support the development of the content for newsletters, website material and social media.
	7. Monitor, compile and distribute current media coverage on relevant topics to the team.
	8. Build and manage relationships with relevant media outlets, and an internal database of contacts.
	9. Other duties as requested by the Manager, Strategy and Programs and the Chief Executive Officer.
2. **RESPONSIBILTIES OF ALL STAFF**
* Respect and adhere to the values of WHG
* Participate in Staff Performance Appraisal and Development including setting of performance measures, skills development plan and performance appraisal feedback system
* Participate in WHG’s Strategic Planning process
* Participation in WHG’s Communication Strategy
* Support and promote the work of WHG and advocate for women’s health in general in the community
* Contribute to the overall life of WHG, attending internal meetings and planning sessions as required
* Adherence to all WHG policies and procedures
1. **KEY SELECTION CRITERIA**

The successful candidate for this position will ideally demonstrate:

* Relevant qualifications in communications, marketing or a related field.
* Over 2 years experience in a communications role.
* Demonstrated experience writing for a wide range of audiences including media, policymakers, speakers new to English, and the general community
* Demonstrated experience creating compelling content and campaigns for social media/web/digital platforms
* Strong creative and publication skills, including using formatting and design in software such as Canva.
* Familiarity with a range of software, online platforms and social media apps (Microsoft suite, facebook, twitter, Canva).
* Proven ability to manage your time effectively and organise your work to tight deadlines while maintaining attention to detail.
* Commitment to gender equity and the prevention of violence against women
1. **FURTHER INFORMATION**

 For further information: contact Rose Durey, Manager Strategy and Programs on 0419 185 770 or e mail rose@whg.org.au, or visit the WHG website at [www.whg.org.au](http://www.whg.org.au).

1. **APPLICATION**

Forward your application and completed selection criteria to rose@whg.org.au

**Applications close 5pm Wednesday 4 August 2021**

*VCAT Exemption No. H298/2017 (subject to Equal Opportunity Act 2010)*

***Women’s Health Grampians is committed to achieving a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islander women, migrant and refugee women, LGBTIQA+ women and women with disabilities. We endeavour to ensure a culturally safe workplace.***