

GIRL GUIDES VICTORIA POSITION DESCRIPTION

Position	Communications Producer
Job type	Full-time
Reporting to	Strategic Communications Manager
Appointed by	Chief Executive Officer
Date	December 2020

GIRL GUIDES VICTORIA

Girl Guides Victoria (GGV) is part of the world wide movement of more than ten million Girl Guides and Girl Scouts operating in over 150 countries. We are progressive, non-political and courageous. Our purpose is to empower girls and young women to grow into confident, self-respecting and responsible community members.

Girl Guides is girl led. Each Girl Guide finds their own pathway through the opportunities available, participating in fun activities and new experiences to learn and grow. There's something for every girl at Girl Guides – indoors, outdoors, local, national, international, badges, awards, camping, cooking, science, art, drama, canoeing – whatever you're interested in you can develop your skills and share them with others at Girl Guides. The greatest reward is the sense of achievement found in doing your best. Find your passion, purpose and place at Girl Guides.

GGV is a volunteer led and managed organisation supported by a paid staff team that work from the Joyce Price Centre (JPC) and other locations around Victoria. The JPC team's primary purpose is to support volunteers to deliver Girl Guides with girls and young women. This is achieved through the provision of expertise, leadership and services to volunteers. The JPC team's obligation is to ensure the good governance and compliance of GGV.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organisational leadership at all levels is provided by skilled, dedicated and open-minded women.

POSITION REQUIREMENTS

MAIN DUTIES

- Develop static and video content to promote Girl Guiding, events, information and stories across all GGV media platforms, including EDM, Facebook, Twitter, Instagram, YouTube and the GGV website.
- Production and video editing for GGV's signature digital offering, GGTV
- Support the development and consistent application of the GGV brand across all channels through consistently telling the Girl Guide story
- Moderate user activity across all GGV social media platforms
- Videography and photography at Girl Guide activities
- Support and coach volunteers, who have a range of different levels of social media experience, to effectively use social media to promote Girl Guiding
- Investigate and advise GGV on new platforms and/or trends in the digital media sphere and bring new knowledge to the GGV Communications team to develop new products
- Monitor the Privacy and Media policy and ensuring GGV remains current and compliant
- Actively participate in the Annual Performance Development process
- Observe and practice Girl Guides Victoria's OHS and Quality policy, guidelines and procedures
- Other duties as required

QUALIFICATIONS

A tertiary degree or associate diploma in Communications, film production or a related field, and/or significant experience in a similar role

SKILLS

- Collaboration skills to work effectively with and support colleagues, foster a positive and collaborative environment, actively contribute to achieving team results and supports team decisions
- Communication skills to communicate orally and in writing in a clear, concise and impartial manner; take time to listen to and understand the perspectives of others and propose solutions
- Planning skills to plans and organize own work in support of achieving the team's priorities; take into account potential changes and propose contingency plans

- Organisational knowledge to ensure that work is in compliance with accepted professional standards and methods; provide Girl Guides specific information that is credible and reliable
- Quality management skills to plan and execute activities in the context of quality and risk management, identify opportunities for process, system and structural improvement, as well as improving current practices, and analysing processes and procedures to propose improvements; meticulous quality standards for published content and compliance with the GGV brand and style guide
- Teaching & Learning skills to actively seek learning opportunities and actively share knowledge and information with others; share specialized knowledge, skills and learning from experience across different situations and contexts effectively

POLICE CHECK & WORKING WITH CHILDREN CHECK

An offer of employment is conditional upon the employee:

- passing a police check to Girl Guides Victoria's satisfaction
- holding at all times a current Working With Children Check, completing Child Safe training, and being recommended by references who support the candidate's attitudes and capacities to work in an organisation that serves children

CHILD SAFETY

Girl Guides Victoria is a Child Safe organisation and all staff and volunteers adhere to the Child Safe Framework, the Victorian Child Safe Standards and the Reportable Conduct Scheme. Girl Guides Victoria has zero tolerance for misconduct or abuse of children.

Employee signature

Date
