



## Position Description

<b>Position title:</b>	<b>Communications Officer</b>
<b>Position aim:</b>	To create communications within IA's strategic communications plan. Responsibilities include updating social media daily and developing content for our website and newsletters for internal and external communications.
<b>Position status:</b>	Casual or part-time, 10-15 hours per week
<b>Contract expiry:</b>	30 June 2022
<b>Position location:</b>	Remote working from home (excellent internet connection required) or local office where available.
<b>Award placement:</b>	Level 4, Social, Community, Home Care and Disability Services (SCHADS) Award
<b>Hours of Work</b>	Flexible, between office hours 7:30am and 6pm
<b>Reports to:</b>	Operations Manager
<b>Direct reports:</b>	NIL
<b>Key relationships:</b>	Internal – Managers and Coordinators  External – People with disability and their families and supporters, IA member organisations and stakeholders.
<b>Employment conditions:</b>	Salary packaging available  Employer superannuation contribution – currently 9.5%  Appointment is contingent on an ongoing satisfactory Police Record Check and Working with Children Check.

### About Inclusion Australia (NCID)

Inclusion Australia is a national Disability Representative Organisation representing the rights and interests of Australians with intellectual disability and their families.

Inclusion Australia undertakes systemic advocacy, project, information and communication activities that advance the rights and interests of people with intellectual disability.

## **Duties & Responsibilities**

### ***General***

- Write edit and distribute content including IA publications, media releases, website content, annual reports and other material that communicates IA's activities.

### ***Social media***

- Create accessible content daily on Facebook and Twitter with news, campaigns and other material as directed from the strategic communications plan.
- Share content from other disability advocacy organisations, Inclusion Australia members and any other appropriate organisation.
- Report monthly on social media statistics, including interactions and engagement.
- Monitor comments and messages across all platforms.

### ***Website***

- Create updates for website about Inclusion Australia activities and upload.
- Report monthly on website statistics.
- Contribute to discussion about website redesign.
- Develop accessible material for website.

### ***Emails***

- Create and send internal and external email newsletters regularly.

## **Selection Criteria – Qualifications, skills & experience**

- Demonstrated understanding and commitment to the rights and interests of people with intellectual disability.
- Degree in communications or related discipline plus at least two years' experience of creating communications within a specific strategy.
- Demonstrated excellent communication skills (verbal and written)
- Demonstrated excellent interpersonal, relationship-building and organisational skills.
- Demonstrated ability to work independently and as part of a team environment.
- Excellent capacity to manage timeframes and competing priorities, including managing deadlines.
- Demonstrated understanding of implementation of communication plans and strategy.

- Demonstrated understanding of and experience with social media, including technical production skills, reporting and analytics.
- Demonstrated experience with a range of communication and marketing software, and a high degree of computer literacy.
- Personal or family experience of disability is highly regarded.
- Co-design skills and experience writing in plain language and Easy Read formats is highly regarded.