

## Rural West EOI Package

Please provide a brief outline of your skills, experience and qualifications addressing the selection criteria below. [Include a copy of your CV in PDF format and submit via this link](#) by **8 AM Monday, 9<sup>th</sup> August 2021**. Please contact the office on 1800 612 004 or via email to [admin@ruralwest.com.au](mailto:admin@ruralwest.com.au) if you do not get a notification of receipt.

### Communications Officer

Rural West is seeking a creative, enthusiastic and motivated person to join their executive team, working 2-3 days a week. The base location for this position is flexible to anywhere in Western Australia as the successful candidate will work from home.

#### The Position

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The position will contribute to the creation and execution of an exciting and effective communication strategy. Key objectives of the role include:

- Develop and deliver communication strategies to engage and present clear, consistent and timely messages to stakeholders.
- Develop brand awareness.
- Write, review and edit content for external audiences across a number of channels, including social media, newsletters and website.
- Assist with media monitoring.
- Identifying relationship opportunities
- Willingness and motivation to work as part of a small team.
- Enhancing effectiveness of counsellor stakeholder communications.

#### Selection Criteria

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- Demonstrated capacity to write and produce content and visuals with the tone and voice appropriate to the organisation's voice and audience.
- Excellent communication and organisational skills - both verbal and written, with positive disposition.
- Understanding rural and remote community issues, highly regarded
- Demonstrated knowledge in the key role responsibilities above.
- Working independently and as part of a team

#### Police Checks

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Successful applicants may be required to undergo a police check.

The fitness of applicants to perform the role of a Communications Officer may depend on the results of a criminal history check performed by the relevant police authority.

#### Selection Process

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Applicants should address each individual selection criteria in writing in their application.

If selected for interview, applicants should provide two referees who are able to comment regarding selection criteria. At interview, applicants may be asked to demonstrate competencies in communication and marketing skills, the development of business options and interpersonal skills.

#### Total Remuneration: \$65,000 - \$90,000 pro rata (plus SGC)

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The remuneration for this role will be reflective of experience. The total package will include elements such as salary and superannuation.