



COMMUNICATIONS AND ADMINISTRATION OFFICER

Temporary with possible permanency

Full time

Job Description

Women's Health Matters (incorporated as Women's Centre for Health Matters Inc.) is an independent, non-partisan think tank that works to improve the health and wellbeing of women in the ACT and surrounding region, especially those experiencing disadvantage and vulnerability.

WHM's core business is evidence-based social research, policy development, advocacy and health promotion. We identify current and emerging health and wellbeing issues impacting all women in the ACT and surrounding region and develop evidence-based solutions to close the gaps.

WHM is the voice for women's health and wellbeing in the ACT. Our local research, evidence and data (informed by women for women) is used by decision makers to be more responsive to the needs of women and to improve the health and wellbeing of women in the ACT.

Our guidance supports ACT women to make informed health and wellbeing choices and to understand how to access appropriate gender-sensitive services and information in the ACT.

Position overview

The Communications and Administration officer role is critical for ensuring health and wellbeing information and social research is effectively communicated to WHM audiences.

The position works in a small team environment under the general direction of, and is responsible to, the Chief Executive Officer (CEO). This position is responsible for the provision of WHM's social media, digital and communications activities, and administrative support that contributes to the smooth running of the office.

This position is temporary for minimum 3 months while a review of WHM structure and positions is underway. There is the possibility of extension and permanency subject to progress and outcomes of the review.

The salary will be paid at the Social, Community, Home Care and Disability Services Industry (SCHCaDS) Award 2010 level 6.1 with Equal Remuneration Order arrangements (with superannuation paid in addition). As an endorsed not-for-profit DGR organisation, the taxation laws provide tax concessions to Women's Health Matters, including an exemption from Fringe Benefits Tax that enables salary sacrifice provisions.

The Communications and Administration Officer will:

- Oversee WHM digital technologies to inform the public of WHM's work, raise awareness about women's health and wellbeing issues and support WHM health promotion initiatives.
- Conduct social media updates and monitoring and develop content for social media platforms.
- Maintain, manage and develop content for WHM social media accounts and the regular WHM newsletter.
- Manage, maintain and develop content for WHM's website, in liaison with third party vendors, WHM health promotion officers and stakeholders.
- Monitor, evaluate and report on social media, communications activities and health promotion initiatives.
- Event management and support.
- Provide business and general administrative support to the office including managing the office email, maintaining the member database and assisting in general office management.
- Contribute to the governance, strategic planning and other activities of WHM.
- Represent WHM as required.
- Perform other duties as directed and as required as part of a small team appropriate to the role.

Selection Criteria

Essential Criteria

1. Relevant qualifications in Communications or a related discipline and experience in a similar position.
2. Excellent verbal and written communication skills and experience in communicating health information to a range of audiences.
3. Proven ability to use web platforms and social media to drive interaction with content and messaging.
4. Well-developed digital literacy.
5. A commitment to the mission, values and vision of the Women's Health Matters which includes working within a feminist framework and a social determinants model of health.

Highly Desirable Criteria

1. Current Driver's Licence
2. Data visualisation skills
3. Experience in event management and coordination.
4. Experience in the community for-purpose sector.
5. Experience of using website content management systems such as WordPress.
6. Experience of creating and sending e-newsletters (preferably using a platform such as MailChimp) and managing contact lists.