

Publications Coordinator

POSITION DESCRIPTION

Job Title:	Publications Coordinator
Location:	The Green Building, L3/60 Leicester Street, Carlton VIC 3053
Status:	Permanent
Hours:	0.8-1.0 EFT
Grade:	Grade 3 (Year 1 to 8) – subject to skills & experience
Salary Range:	\$83,848 - \$92,072 EFT + prescribed superannuation
Probation:	A three-month probation period applies
Reports to:	Digital Engagement and Communications Manager
Direct Reports:	None

About the VNPA

The Victorian National Parks Association (VNPA) has been one of the state's leading nature conservation organisations for 70 years. We've been instrumental in the establishment of Victoria's national parks and conservation estate and is equally concerned with the management of this system as well as the conservation of nature across the whole state.

Our vision is for Victoria as a place with a diverse and healthy natural environment protected, respected and enjoyed by all. In addition to conservation programs and advocacy the VNPA runs programs to encourage enjoyment of nature through bushwalking, tours, community education, citizen science and other means.

We are a not-for-profit, membership-based, community organisation and registered charity. The Association is supported by a small number of professional staff and a large base of volunteers, members and supporters.

About the Role

The Publications Coordinator is responsible for coordinating and producing high quality marketing, digital and print publications, including the quarterly *Park Watch* magazine – www.vnpa.org.au/parkwatch – Annual Report, and other collateral and content associated with program activities, fundraising, reports, events and other needs.

The role reports to the Digital Engagement and Communications Manager and works closely with VNPA campaign and communications staff.

This is a desk-based position involving computer use and working with others towards shared goals in a collaborative environment.

Position Responsibilities

Key duties include:

- Sourcing, developing, fact checking, editing and sometimes writing relevant articles, with accompanying photos and other graphics for *Park Watch* and other key publications
- Coordination of all stages of *Park Watch*, VNPA annual report and other key publications: layout, design to print ready, approval, printing and mail out
- Management of a graphic design contractor, printers and other contractors (as required)
- Ensuring *Park Watch* and inserts are prepared on time and mailed out according to deadlines
- Seeking to continuously improve the content, style and distribution of *Park Watch* so that it is relevant, readable, attractive and accessible as possible
- Development of strategies to increase partnership, advertising, distribution and subscription opportunities
- Coordinate advertising or notices/inserts and acknowledgements required for *Park Watch* or other publications
- Working with campaign staff to ensure an accurate representation of VNPA's position and appropriate messages and stories are incorporated within *Park Watch* and other publications
- Working with fundraising staff to ensure appropriate donation forms, fundraising messages and stories are incorporated within *Park Watch* and other relevant publications
- Working with the Digital Engagement & Communications Manager and team to produce digital editions of *Park Watch*
- Assist with management of photo library and coordinate relevant archiving and registering of *Park Watch*
- Development of marketing and campaigns material, including reports, proposals, posters, flyers etc
- Work with finance and administration staff to manage invoices; oversee the budget for *Park Watch* and ensure products and services represent good value for the VNPA.

Position Selection Criteria

- Demonstrated desktop publishing, editorial or communications qualification
- Demonstrated high-level written and oral communication skills
- Working knowledge of software applications such as InDesign, Illustrator, and Photoshop
- Demonstrated excellent proof-reading and editing skills
- Demonstrated experience in online and print publication production
- Working knowledge of customer relationship management (CRM) and content management systems (CMS)
- Flexible approach to work demands and changing priorities
- Ability to work autonomously and in a team
- Knowledge of and interest in nature conservation desirable.

General conditions

All VNPA staff and volunteers are required to:

- Act in accordance with the VNPA Code of Conduct
- Observe relevant OH&S procedures and organisational policies and procedures
- Work collaboratively with all staff, volunteers and contractors

Staff are subject to:

- Probationary period of 3 months at commencement of employment
- Performance review as part of the VNPA Performance Appraisal Process (currently annual)
- Feedback from Manager and key relationships relevant to position.

Diversity & Inclusion

We respect and value the diversity of our workforce/ staff. We are committed to creating an environment that values a diverse range of views, knowledge and experiences and uses these to maximise our impact. We welcome applications from Aboriginal and Torres Strait Islander people, those from culturally and linguistically diverse backgrounds, workers of all ages, people with disabilities and people who identify as LGBTIQ+.

Remuneration:

This role will be employed as Conservation Officer - Grade 3 (Range: Year 1 – Year 8) equivalent to \$83,848 - \$92,072 full time (or \$67,078 – \$73,657 @ 0.8 EFT) + prescribed superannuation. Actual starting wage will depend on skills and experience.

General information

Our office is located on traditional land of the Wurundjeri people of the Kulin Nation. We offer our respect to Elders past, present and future.

The position will be based at our Melbourne office, which is in the award winning 'Green Building' at Level 3, 60 Leicester Street, Carlton. Location of place is negotiable in Victoria and subject to government health advice. The position reports to the Digital Engagement and Communications Manager, however, works within the campaign team and with other staff and across the organisation.

Our staff work under an Enterprise Employment Agreement. We provide a flexible workplace. There is no provision for payment of overtime, however, time off in lieu is offered for any additional hours worked up to 10 days. The VNPA Agreement provides for four weeks annual leave. Additional 'shut-down' leave is offered between Christmas and New Year.

Further information:

For enquiries, please contact Jessie Borrelle, Digital Engagement and Communications Manager e. jessie@vnpa.org.au

How to apply:

1. Prepare your application including:

- A statement addressing EACH of the items in the 'Position Selection Criteria' outlined in the position description
- Your resume/CV identifying relevant experience
- A covering letter is not required

2. Submit your application through the Ethical Jobs website <https://www.ethicaljobs.com.au>

We'll only consider applications that clearly address the selection criteria.