

Job description

Communications Officer

Key information

Team	Communications
Classification	Level 4, Social, Community, Home Care and Disability Services (SCHADS) Award
Maximum term	Through until 30 June 2027
Full time equivalent (FTE)	Part time, 0.6 FTE 22.8 hours per week
Hours	Some hours required on Tuesdays, remaining hours as agreed. Our standard span of working hours is between 7.30am and 6pm local time.
Location	Work from home. There may be occasional work from a shared office location in your capital city, & occasional interstate travel.
Reports to	Communications Manager
Direct report(s)	None

Who we are

Inclusion Australia is the national representative organisation for people with an intellectual disability and their families. We have been working strategically, with passion and dedication, for more than 70 years.

We work closely with people with an intellectual disability and families and with our state member organisations. Our vision is that people in Australia with an intellectual disability and their families have their rights respected and have the same opportunities as everyone else.

The purpose of this job

Your role as an important part of our Communications Team will help us produce high quality accessible information and resources for our community, centring the voices and experiences of people with an intellectual disability and their families.

You will support the creation of inclusive communications, including Easy Read, across various channels, in line with our communications strategy.

This job description is a guide to your main duties, it is not a complete list of everything you need to do in your role. In addition to the items below, you may need to perform additional duties that are within your role and skill level.

Key responsibilities

Easy Read development, review and testing

- Support the Communications Team to translate a range of resources and information into Easy Read and plain English
- Review and edit Easy Read content from Inclusion Australia and its partners
- Coordinate and facilitate user testing of Easy Read content by colleagues with an intellectual disability
- Encourage shared learning and development to contribute to best practice Easy Read across the organisation.

Communications

In line with our communications strategy:

- Update our web content, to support our project and advocacy work
- Create and schedule social media content with support from the Communications Manager
- Contribute to our enewsletter and support the development of new communication tools (e.g. an Easy Read or families-specific newsletter)
- Use digital assets for communications and engagement activities guided by the communications strategy
- Contribute to the development of comms materials and other resources to support our projects.

Inclusive practice

- Contribute to the ongoing development and implementation of inclusive practices within the organisation
- Support the active participation of people with an intellectual disability in our work
- Contribute to activities of culture building, staff engagement, and professional development.

Selection criteria

Experience

You have worked:

- In communications roles before, maybe for a similar organisation, including on social media
- Inclusively and collaboratively alongside people with disability, ideally people with an intellectual disability.

Ideally, you have:

- Created other kinds of accessible communications, such as using plain English or developing accessible PDFs and PowerPoints
- Some experience with WordPress, Canva and project management software.

Knowledge and skills

You have:

- Writing, editing, and proofreading skills with a keen eye for detail
- Strong digital skills and computer literacy, including MS 365 and social media
- Interpersonal skills with the ability to build and maintain relationships with a range of stakeholders
- Organisational skills with the ability to manage multiple projects and deadlines
- An understanding of the non-profit sector and its unique communication challenges and opportunities.

Ideally you have some familiarity with Easy Read and an understanding of its importance, audience and conventions. Training will also be provided.

You can:

- Adapt content and resources to different audiences and in different accessible formats, to proscribed guidelines
- Work independently and as part of a team, demonstrating initiative and reliability. Support and guidance will also be available as needed
- Work collaboratively and inclusively with internal teams and external partners.

You are:

- Confident working with a range of information technology and software
- Comfortable in a remote working role, in a mix of collaborative and autonomous working.

Interests and motivations

You are interested in:

- Building on your knowledge of Easy Read and accessible communications
- Human rights, social justice, and inclusion
- Being involved in meaningful work that makes a difference
- Actively being part of a passionate and diverse team who work remotely across Australia
- Sharing your knowledge generously and recognising the value in learning from others.

You may also have personal or close experience in working with people with an intellectual disability.

Qualifications and licences

You must have a:

- Police Record Check
- Current employment Working with Children Check (or equivalent in your state or territory).

It would be an advantage, but it is not essential, to a tertiary qualification in communications, professional writing and editing, or equivalent experience in a similar role.