

Position Description

JOB TITLE **Communications Officer - Prevention & Community Development**

DATE August 2026

REPORTS TO **Manager, Prevention & Community Development Programs**

Primary Purpose of Position: The Communications Officer works to support the Prevention & Community Development Program through communications and digital strategies, including use of social media. The Officer will ensure effective internal and external program communication.

Odyssey NSW is a community organisation that works at reducing addiction and its' impact on individuals, families, carers, and communities.

Our Vision: A world free of addiction.

Our Purpose: To build safe and healthy communities by reducing the impact of substance use on individuals, families, carers and communities.

Our Values:

Respect We demonstrate consideration and regard for the feelings, beliefs and rights of others.

Integrity We act with honesty and adhere to consistent moral and ethical values and principles through our personal and professional behaviours.

Professionalism We are committed to excellence by maintaining our professional boundaries and fulfilling responsibilities in an accountable, inclusive and objective manner.

Creativity We trust in our limitless potential.

Location: Redfern NSW
This role may require travelling between other Odyssey House NSW sites as required.

Employment Status: Part Time

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POSITION DESCRIPTION

Key Areas	Key Responsibilities
Communications	- Development and implementation of communications strategies to support community groups to communicate with each other, for staff to communicate with each other, and for the programs to communicate externally. - Implement communication through all channels including digital. - Support digital and in-person events as required.
Content	- Development and implementation of content for digital platforms including social media and website - Support development of program collateral including templates, manuals, presentations, and marketing materials. - Content calendar - Coordinate the collection of content from multiple stakeholders across CDAT groups, ensuring a consistent flow of relevant material for social media, website and other communication channels.
Teams and Partnerships	- Work closely with, be directed by, and support the Odyssey Communications and Fundraising team. - Work closely with and form direct relationships with CDAT and other Community Development staff around the state. - Work closely with and form direct relationships with other community stakeholders state-wide.
Additional Responsibilities	- Odyssey takes safeguarding children, young people and vulnerable adults seriously, and as an employee, you are required to meet the behaviour standards outlined in our Code of Conduct and Safeguarding Policy for Children and Young People. - Reporting any concerns of abuse and neglect in alignment with the code of conduct, safeguarding policy for children and young people. - Maintain professional boundaries and client support in challenging and emotionally charged scenarios. - Fulfil other tasks and duties as required.

ESSENTIAL CRITERIA

Qualifications	Bachelor's degree in journalism, communications, public relations or related field or equivalent experience.
Experience	- Minimum three to five years' experience in a similar communications role. - Demonstrable emotional resilience and maintenance of professional boundaries when managing challenging or unpredictable client situations.
Skills and Knowledge	- Great writing skills, including producing copy for a range of audiences. - An instinct for a good story and willingness to seek out interviews and story opportunities to share with a wider audience. - Experience developing and executing communications and social media activities.

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	• A willingness to work collaboratively in a small team, providing leadership and mentoring. • Strong attention to detail. • An ability to set goals and work productively with minimal supervision. • Willingness to engage with people from a range of backgrounds and experience. • Not-for-profit experience would be desirable
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SPECIAL CONDITIONS

Other Requirements	• Current NSW Drivers Licence. • Right to live and work in Australia. • National Criminal History Check. • Working With Children paid employee Clearance. • COVID Vaccinated
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This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

As the incumbent of this position, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

SIGNED

Communications Officer – Prevention & Community Development

Name: _____

Date: _____