

## Position Description

<b>Position Title:</b>	<b>Communications Officer</b>
<b>Employment Status:</b>	Part time (0.4 FTE) November 2019 – April 2020
<b>Position reports to:</b>	Operations & Program Manager/CEO
<b>Location:</b>	Collingwood
<b>Date Updated</b>	21 October 2019

### About Reconciliation Victoria

Reconciliation Victoria was established in 2002 following the ‘decade of reconciliation’, supporting the recommendation of the Council for Aboriginal Reconciliation’s final report which included the establishment of a national body, Reconciliation Australia, and state reconciliation councils to carry on the work of reconciliation.

Across the 15 years of our journey as an organisation, many committed and passionate Aboriginal and Torres Strait Islander and non-Aboriginal Victorians have been part of Reconciliation Victoria’s family and contributed to a strong grassroots reconciliation movement in the state. Like many small organisations, we have the ongoing responsibility of trying to affect change across a broad mandate. We have recognised the need the change the way we work to maximise our impact as a state-wide body promoting reconciliation in Victoria.

### Vision

A Victorian identity that reflects our true history, promotes and celebrates Aboriginal and Torres Strait Islander culture, equity, and self-determination.

### The Way We Work

- We acknowledge the power, privilege and racism shapes relationships
- We Develop just, respectful and meaningful relationships with and between Aboriginal and Torres Strait Islander people and other Victorians
- We ensure that the rights of Aboriginal and Torres Strait Island People to self-determination is at the forefront, always guiding our work
- We work with integrity and hold ourselves and others to account

### JOB DESCRIPTION

The role of the Communications Officer is **focused on promoting Reconciliation Victoria’s work and key messaging across our communication platforms**. This includes developing content and working with project areas to develop and distribute electronic newsletters and digital content (website and social media). You will work closely with colleagues to ensure that Reconciliation Victoria’s communication is clear, engaging, timely, and reflects our strategic priorities.

The position requires high level written communication, project implementation and interpersonal skills, including the capacity to manage multiple, competing priorities and relationships with a wide range of internal and external stakeholders.

**Overview of role responsibilities:**

1. Strengthen Reconciliation Victoria’s Communications, working closely with and as led by the CEO
2. Maintain and further develop existing and new communication materials for use across a range of channels, including websites, digital and multimedia, to ensure that stakeholders receive targeted, accurate and timely information about Reconciliation and Reconciliation Victoria’s work, guided by the Strategic Plan.
3. Develop advice, messages, correspondence and other communications to support Reconciliation Victoria (including media releases,).
4. Develop and maintain effective networks with stakeholders to build support for activities as led by the CEO.
5. Build and maintain positive and collaborative relationships across government, Aboriginal community organisations, and members of the Aboriginal and non-Aboriginal community.
6. Other duties as directed.

KEY RESPONSIBILITIES	KEY ACTIVITIES
Communications Strategy Implementation	<ul style="list-style-type: none"> <li>• Promote RecVic projects and events across all communications platforms</li> </ul>
Communications – online	<ul style="list-style-type: none"> <li>• Draft and send out eblast communications to stakeholders as required</li> <li>• Ensure RecVic website updated, current and in line with new website style</li> <li>• Maintain and grow social media presence and engagement [Facebook, Twitter, Linked In]</li> <li>• Support maintenance of Maggolee website</li> </ul>
Communications - publications	<ul style="list-style-type: none"> <li>• Coordinate and develop content for and circulate monthly electronic newsletters and support content development of other publications such as Annual Report and media releases with support of volunteers</li> <li>• Work with volunteer to guide graphic design of Annual Report</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Actively contribute to the shared RecVic’s responsibilities such as queries from public, event support, and other prerequisites as required</li> <li>• Support with Communications Volunteers</li> </ul>

KEY RELATIONSHIPS	
<ul style="list-style-type: none"> <li>• CEO, Operations &amp; Program Manager and other RecVic Staff</li> <li>• Local Reconciliation Groups and networks</li> <li>• RecVic members, supporters and general public</li> <li>• Aboriginal community</li> <li>• Other key stakeholders</li> </ul>	
EXPERIENCE	
<ul style="list-style-type: none"> <li>• Experience implementing multiple projects simultaneously</li> <li>• Communications – including website maintenance and social media</li> <li>• Experience organising events</li> <li>• At least 5-6 years work experience in not for profit sector or relevant area</li> </ul>	
QUALIFICATION & SKILLS	Description
Communications	<ul style="list-style-type: none"> <li>• High level written and verbal communications skills</li> <li>• Ensures appropriate style and formats are used</li> <li>• Advanced computer and online website management skills – Microsoft Office, webflow, wordpress, etc</li> <li>• Stakeholder engagement skills</li> </ul>
Project Implementation	<ul style="list-style-type: none"> <li>• Develops and implements systems and procedures to guide work and track progress</li> <li>• Prioritises required activities and manage competing priorities</li> <li>• Identifies and/or develop processes, tasks and resources required to achieve outcomes and deadlines</li> <li>• Proactively identifies and manages barriers</li> <li>• Time management</li> </ul>
Other key skills	<ul style="list-style-type: none"> <li>• Understanding of reconciliation agenda and Victorian context and sensitivities in communications in this context</li> <li>• Experience working with Aboriginal communities</li> <li>• Relevant qualifications or experience in communications and/or community engagement</li> <li>• Able to work collaboratively and effectively in a fast-paced small team with competing priorities</li> <li>• Highly organised with attention to detail</li> </ul>

PERSONAL ATTRIBUTES	Description
Teamwork	<ul style="list-style-type: none"> <li>• Relationships oriented, good people skills</li> <li>• Accommodates and works well with different working styles of others</li> <li>• Collaborates and shares information</li> <li>• Cooperates and works well with others in the pursuit of team goals</li> <li>• Shows consideration, concern and respect for others' feelings and ideas</li> </ul>
Other key attributes	<ul style="list-style-type: none"> <li>• Exhibit values that align with our work</li> <li>• Ability to use initiative and work under limited direction while working collaboratively as part of a team</li> <li>• Flexible and comfortable adapting to competing priorities</li> <li>• Accountable</li> </ul>