



POSITION DESCRIPTION

Position Title	Communications Officer
Reports to:	Human Resources & Communication Manager
Direct Reports:	2 x volunteers
Close Internal Relationships:	Communication Volunteers; Administration Team; Educational Officer
Location:	Hawthorn
Conditions:	Casual: approx 8 hours per week, ongoing
Last Updated	Monday, 15 July 2010

ORGANISATIONAL INFORMATION

Organisational Budget:	\$2.5 Million
Employees	17 FT, 19 PT, plus volunteers & casual staff

Organisational Context:

ARAFEMI'S mission is to promote and improve the well being of people affected by mental illness. ARAFEMI is an incorporated association and a registered community support service under the Mental Health Act 1986, providing psychiatric disability rehabilitation support services.

ARAFEMI's core values include a strong belief in recovery for people with a mental health issue and their careers and the right to live with respect and dignity in a society that provides equality of opportunity.

Position Summary:

This position will require approximately 8 hours work per week and is structured as a casual role, to allow for flexibility around the school holiday periods and care-taking responsibilities. This position would suit someone with a marketing background, and some management experience.

The Communications Officer will be required to develop and implement systems to support ongoing communications such as the membership newsletter, eNEWS, website maintenance, the marketing database, and occasional events. You will work closely with communication volunteers, who will support you meeting your performance indicators. The successful candidate will have practical experience in marketing or a related field and will be tertiary qualified in a relevant discipline.

Applicants must possess strong interpersonal skills, well-developed oral and written communication skills and be able to manage and lead the communications volunteers. This role is likely to incorporate the use of online technologies and would suit someone comfortable with and experienced with information technology.

In return for your contributions, you will receive ongoing supervision and professional development. You will be exposed to online technologies whilst working within a professional family-friendly environment.

Position Duties:

- Manage and provide leadership to the Communications Volunteer(s)
- Develop a Communications Plan
- Develop and implement systems to support the communications plan
- Oversee the maintenance and continuous improvement of the ARAFEMI website
- Coordinate and participate in a Newsletter Consultation Group
- Oversee the development of eCommunications and quarterly member newsletters
- Work closely with internal and external stakeholders to deliver a consistent and professional ARAFEMI image
- Oversee the design, distribution of print material and track marketing related costs
- Contribute to the development of the marketing database system, salesforce
- Assist in implementing continuous improvement of quality systems and processes where relevant to the position
- Other duties, as required

Selection Criteria

Candidates are asked to reply to each of the following criteria. Candidates should outline their relevant experience at a senior level, using examples to illustrate their experience.

Essential

- Tertiary qualification in Marketing, Communications, Professional Writing and Editing, with IT / online communications experience.
- Team Leader or management experience
- Proficiency with computer-based information systems (including database and website) packages and their organisational application
- Excellent writing skills and experience and a keen eye for style with attention to detail
- Minimum 2 years experience in a similar role

Desirable

- Experience, and or personal interest in mental health
- Experience working with Dreamweaver, or other HTML program

ARAFEMI is an equal employment employer.



How to apply

Written applications must include your resume and cover letter and 2 referees (who will not be contacted without your prior approval). Only applications that address the selection criteria outlined in the Position Description will be considered. Forward applications to

Private and Confidential
Sarah Rosenberg
ARAFEMI
PO Box 83
Hawthorn VIC 3122
or email to: sarah.rosenberg@arafemi.org.au
Contact Sarah Rosenberg on 03 9810 9300 for further enquiries

Closing Date for Applications: 30 July 2010, 5.00 pm
Please note interviews will be scheduled for 3 & 5 August, with a view that the position will commence as soon as possible.

The successful applicant must undertake a Police Check prior to commencement

AUTHORIZATIONS

Title	Signature	Date
Sarah Rosenberg: Human Resources		
Executive Director:		
Applicant		

Date Written: ____/____/____

Date Revised: ____/____/____