



POSITION DESCRIPTION

POSITION TITLE:	NATIONAL COMMUNICATIONS OFFICER
OFFICE LOCATION:	National Secretariate, Deakin ACT
REPORTS TO:	Director, National Communications and Media
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none">• CEO, through Director, National Communications and Media• Director, Policy
CONDITIONS OF EMPLOYMENT:	Individual Employment Contract Contract for 12 months, with possibility of ongoing position Superannuation at statutory rate Salary packaging available
HOURS OF WORK:	P/T (0.6: 3 days a week)

OUR PURPOSE & VALUES

MISSION

The St Vincent de Paul Society is a Catholic lay organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

VISION

The Society aspires to be recognised as a caring lay Catholic charity offering a 'hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

ABOUT THE SOCIETY OF ST VINCENT DE PAUL NATIONAL COUNCIL OF AUSTRALIA INC.

The St Vincent de Paul Society has lent the hand of support to Australians experiencing disadvantage for over 175 years. Almost 45,000 members and volunteers dedicate their time and talents to this important work in communities across the country. As well as visiting individuals and families in their homes, the Society runs a range of programs to support people experiencing homelessness; family violence; mental illness; help for migrants and refugees; supported employment; addiction services; education and training; youth support services and Vinnies shops.

At the core of the Society's good work is a grassroots commitment to helping people break their own personal cycles of disadvantage. Our members and volunteers are on the ground, every day, acutely aware of the hardships that impact the social fabric of modern-day Australia.

Society of St Vincent de Paul National Council of Australia Inc.

The National Council aspires to work towards an Australia transformed by compassion and built on justice. This aspiration is outlined in the National Council's Strategic Plan for 2016-2020 titled 'One Society, A United Voice'.

The National Council is instituted by the International Council General and convenes three times a year at the national office which is located in the Canberra.

Members of our National Council include the National President and the Presidents of our State and Territory Councils, a Youth Representative and office bearers as specified in Article 20 of the Rule, the governing document of the St Vincent de Paul Society.

National Council meetings provide the forum for State and Territory Councils to report on their activities, discuss matters of command national policy directions.

ABOUT THE POSITION

The National Communications Officer leads the coordination, production and editing of national publications; and develops and implements communications plans and content to support National Council's activities, including media, website, social media and advocacy materials.

KEY ACCOUNTABILITIES

This position reports to the Director, National Communication and Media and is responsible for:

1. Providing high-quality editorial and writing services for the Society's national print and digital publications, including *The Record*, *Good Works* and the *National Overview*.
2. Developing, implementing and evaluating communications plans to support National Council initiatives, including national advocacy and engagement activities.
3. Sourcing, writing and editing content suitable for a range of communications channels including the Society's website (www.vinnies.org.au) and social media presences.
4. Developing media products, such as media releases, opinion pieces; and, under the direction of the Director, National Communications and Media, handling media enquiries and liaising with senior executives to produce media responses.
5. Building relationships with key internal stakeholders across the Society to tell the story of the Society and its members, respond to media enquiries and deliver key communications and engagement outputs.
6. Other duties as directed.

OH&S RESPONSIBILITIES

The National Council recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our companions and our residents), that is safe and healthy.

The National Publications Officer is accountable to the CEO for ensuring that the activities of the programs and employees under their management are conducted in accordance with the Associations Occupational Health and Safety Management System and in a manner that minimises the risk of injury or ill health to all people affected by the activity. Where the risk of injury or ill health cannot be eliminated completely the Quality, Risk and Compliance Manager is to ensure that appropriate and effective controls are documented and implemented to reduce the risk as far as practicable.

PROFESSIONAL DEVELOPMENT

As required and agreed with Director, National Communications and Media.

SELECTION CRITERIA			
ESSENTIAL	<ul style="list-style-type: none"> • Experience in a similar role within a large or complex organisation. • Professional written communication skills, with experience creating published content for a range of channels, including strategic narratives, storytelling, print and electronic publications, media engagement and advocacy. • Knowledge of editing and publications standards (including accessibility and copyright) and experience in managing editing and publication on end-to-end projects. • Strong relationship management skills, including advising and influencing senior executives and technical experts. • Bachelor's degree in communications, journalism, public relations or other relevant discipline, or substantial relevant experience. 		
DESIRABLE	<ul style="list-style-type: none"> • Demonstrated organisational and project management skills and proven ability to project manage several simultaneous projects, prioritise a diverse workload, determine and manage project budgets, and ensure each project meets deadlines and quality standards. • Understanding the mission and values of the St Vincent de Paul Society and its work to support a fairer Australia. 		
C			
	Frequency		
	Often	Sometimes	Rarely
Bending		X	
Computer based tasks	X		
Driving			X
Kneeling			X
Lifting			X
Sitting	X		
Standing		X	
Walking	X		
CULTURAL FIT	In addition to the selection criteria outlined above, the organisation will consider the cultural fit of all potential recruits to this position.		

ATTACHMENTS:

- National Council Strategic Plan