

## Communications Coordinator

### 1. SPECIFIC POSITION INFORMATION

<b>Position Descriptor</b>	<p>SACOSS currently employs a part-time Communications Coordinator who has had carriage and led our strategic and general communications function. They also supervise and support the Radio and Communications Officer in relation to the production and broadcast of SACOSS' weekly <i>Small Change</i> show on Radio Adelaide, and general communications output.</p> <p>The current Communications Coordinator has taken 12 months leave.</p> <p>The key roles and responsibilities of the Communications Coordinator are as listed in the Position Description below.</p>
<b>Tenure, Hours and Pay</b>	<p>The position is offered as a 12 month Fixed Term Contract, although the possibility of extension may arise.</p> <p>The position is part-time between 15-20 hours per week with pay and conditions adjusted accordingly.</p> <p>SACOSS has a policy of paying 5% over the SCHADS award and the position is offered at Level 5-6 of the award, depending on experience. Accordingly, the salary ranges from \$39 to \$44/hour being \$77k to \$88k per annum (full-time equivalent).</p>
<b>Timeline</b>	<p><b>Applications close 5pm, Monday 15th April 2019.</b></p> <p>Interview of short-listed applicants in the following 2 weeks.</p> <p>Start date will be as soon as possible.</p>
<b>Applications</b>	<p>Applications addressing the Selection Criteria (below) should be marked Communications Coordinator and be sent to <a href="mailto:recruitment@sacoss.org.au">recruitment@sacoss.org.au</a></p>

## 2. KEY SELECTION CRITERIA

### Essential

1. A tertiary qualification and/or experience in Journalism, Communications or equivalent  
*Desirable: Tertiary qualification in politics, sociology, anthropology, community development or equivalent*
2. Publications management and editorial experience for print and online publications, with demonstrated high level of written and verbal communication skills, including the ability to prepare and proof reports, submissions and documents.  
*Desirable: Radio production and broadcast experience*
3. Experience in media liaison and ability to build and maintain relationships with key external media
4. Developed IT knowledge and experience including website content management; database management; advanced knowledge of MS Office 2010 and experience with Adobe Creative Suite (Photoshop, InDesign at least)
5. Experience using social media (Twitter and Facebook) for organisation
6. Experience creating digital content (including videos and graphics) for organisation
7. Experience converting policy ideas into longer term communications campaigns
8. Ability to work to deadlines, including high level of coping ability to successfully prioritise and manage complex and uncertain tasks
9. Analytical, conceptual and problem solving skills, including the ability to think laterally and creatively
10. Awareness of the social, environmental and economic issues impacting on low income and disadvantaged people in South Australia

### For further information, contact

Ross Womersley  
Chief Executive Officer  
[ross@sacoss.org.au](mailto:ross@sacoss.org.au)

Phone: 08 8305 4222

**COMMUNICATIONS OFFICER  
POSITION DESCRIPTION**



3. POSITION DETAILS	
<b>Position Title</b>	Communications Coordinator
<b>Reports To</b>	Chief Executive Officer
<b>Tenure</b>	12 month term contract
<b>Level</b>	Based on SCHADS Level 5-6
<b>Hours</b>	Part-time 15-20 hours
<b>Date Created</b>	March 2019
<b>Review Date</b>	January 2020
4. POSITION CONTEXT	
<b>Organisational Overview</b>	<p>The South Australian Council of Social Service (SACOSS) is the independent peak body for the non-government health and community services sector in South Australia.</p> <p>Established in 1946, SACOSS has now been advocating, collaborating, leading and mobilising to eliminate poverty, inequality and injustice in South Australia for more than 70 years.</p> <p>As a small, dynamic peak body, we have a number of key roles, including to:</p> <ul style="list-style-type: none"> <li>• Represent and give voice to the interests of people who currently experience poverty, inequality and injustice and the sector which supports them.</li> <li>• Research, develop policy and advocate on issues affecting disadvantaged South Australians and the sector that serves them.</li> <li>• Disseminate important information from the government to the community sector and from our sector back to government and the broader community.</li> <li>• Build the capacity of the health and community services sector and people faced with disadvantage to better respond to their circumstances.</li> </ul> <p>These roles underpin a five-year <a href="#">Strategic Plan</a>.</p> <p>SACOSS is governed by a Board, and has a Policy Council which meets monthly to discuss and input in policy issues.</p>
<b>Position Purpose</b>	To develop, lead and manage SACOSS' internal and external communications output to ensure SACOSS gives voice to and effectively communicates its analysis, proposals for positive change and concerns in ways that engage a wide audience and lead to social change.

<b>Position Level Descriptor</b>	The Communications Coordinator works under general direction from the CEO and applies specialist communication skills and knowledge in the production of all SACOSS communications. The Communications Coordinator is also responsible for the development of strategic communications guidelines, templates and policies for the organisation, and liaison with media, government and the sector as required for radio and communications purposes.
<b>Accountability and Line Management Responsibility</b>	The Communications Coordinator reports to the CEO, and provides leadership to, supervises and supports the Radio and Communications Officer.
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Some inter/intrastate travel and out of hours work is required.</li> <li>• A current driver's licence</li> </ul>

<b>5. PRIMARY RESPONSIBILITIES</b>	
<b>AREA</b>	<b>KEY ROLES</b>
<b>Media &amp; Communications Production</b>	<u><b>Radio</b></u> <ul style="list-style-type: none"> <li>• Provide strategic oversight and content advice for SACOSS <i>Small Change</i> radio show</li> </ul>
	<u><b>Print</b></u> <ul style="list-style-type: none"> <li>• Produce and edit SACOSS' Annual Report, Edit, proof, format, and oversee final production of other SACOSS publications, including but not limited to submissions, information papers, fact sheets, media releases, member advisories and promotional materials.</li> </ul>
	<u><b>Online</b></u> <ul style="list-style-type: none"> <li>• Develop and maintain SACOSS website content (using Drupal system)</li> <li>• Manage and develop interactive and timely social media output utilising SACOSS' Twitter and Facebook, and monitor topical issues relevant to SACOSS in mainstream media and on social media.</li> <li>• Enhance digital content (videos and graphics) to be shared on SACOSS' social media platforms and SACOSS Snapshot</li> </ul>
<b>Media</b>	<ul style="list-style-type: none"> <li>• Promote and seek out mainstream media coverage of SACOSS' work and interests – through radio, print and television</li> <li>• Liaise and build relationships with local media outlets and assist in responding to media enquiries.</li> <li>• Engage with, support and utilise people who have lived experience of poverty, sector contacts and member organisation's to provide voices for mainstream media stories</li> </ul>

<b>Communications Development and Advice</b>	<ul style="list-style-type: none"> <li>• Advise and support the CEO, Board and other staff to strategically advance SACOSS interests through excellent communication, marketing and member engagement strategies and processes.</li> <li>• Develop, implement and continually evaluate SACOSS social media and digital content strategy</li> <li>• Help to build the voices of people who have a lived experience of inequality and injustice by supporting them to safely share their life experiences.</li> </ul>
<b>Sector Development</b>	<ul style="list-style-type: none"> <li>• Identify and draw on the expertise of Members and people who have lived experience to showcase new ideas and successful programs through SACOSS media output (social media, SACOSS Snapshot, radio show)</li> <li>• Promote and initiate opportunities that enhance and support our members and the sector to increase their confidence with media and their own mainstream media presence.</li> </ul>
<b>Organisational Development &amp; Administration Support</b>	<ul style="list-style-type: none"> <li>• Help to maintain effective records, data, file management and document storage systems, including updating database, mail distribution system and member records.</li> <li>• Enhance SACOSS communication and campaigning capacity by connecting and collaborating with communications and media officers in Council of Social Service offices around Australia (through the COSSComms network) and in other not-for-profits throughout SA.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Supervise and support <i>Radio and Communications Officer</i> in production assistance for Small Change radio show, fortnightly eBulletin, and general communications output.</li> <li>• Model ethical, respectful and accountable behaviour.</li> </ul>

## 6. SKILLS / KNOWLEDGE / EXPERIENCE PROFILE (maximum 10 requirements)

### Experience/Knowledge – ESSENTIAL:

- A tertiary qualification and/or experience in Journalism, Communications or equivalent
- Publications management and editorial experience for print and online publications, with demonstrated high level of written and verbal communication skills, including the ability to prepare and proof reports, submissions and documents.
- Experience in media liaison and ability to build and maintain relationships with key external media
- Developed IT knowledge and experience including website content management; database management; advanced knowledge of MS Office 2010 and experience with Adobe Creative Suite (Photoshop, InDesign at least)
- Experience using social media (Twitter and Facebook) for organisation
- Experience creating digital content (including videos and graphics) for organisation
- Experience converting policy ideas into longer term communications campaigns
- Ability to work to deadlines, including high level of coping ability to successfully prioritise and manage complex and uncertain tasks
- Analytical, conceptual and problem solving skills, including the ability to think laterally and creatively.
- Awareness of the social, environmental and economic issues impacting on low income and disadvantaged people in South Australia.

### Experience/Knowledge - DESIRABLE:

- Radio production and broadcast experience
- Tertiary qualification in politics, sociology, anthropology, development studies, community development or equivalent

## 7. ACKNOWLEDGEMENT

<b>Line Manager</b>		<b>Signature</b>	<b>Date</b>
<b>Employee Name</b>		<b>Signature</b>	<b>Date</b>