



## Position Description

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**JOB TITLE:** Events & Communications Officer

**JOB TYPE:** Part-time/Temporary

**CLASSIFICATION:** Level 4, Social, Community, Home Care and Disability Services Industry Award 2010 + 10%

**REPORTS TO:** Engagement & Communications Coordinator

### **PURPOSE OF THE POSITION:**

The primary role of the Events & Communications Officer is to support and promote the Welfare Rights Centre's program of Community Legal Education (CLE) workshops and engagement events. The CLE workshops amplify the impact of the Centre's work and empower community workers, especially in regional areas of NSW, to help them achieve better outcomes for their clients.

### **KEY ACCOUNTABILITIES AND MAIN ACTIVITIES:**

The key accountabilities and main activities of the Events & Communications Officer are:

#### **Events planning, coordination & evaluation**

- Support the planning and coordination of online and in-person education workshops, community engagement and other events (some flexibility may be required for the occasional evening event or regional workshop).
- Liaise and develop relationships with community partners.
- Implement evaluation and measurement framework.

#### **Communications & publications**

- Support the Centre's external communications, including stakeholder emails, website updates and social media posts, surveys, appropriate for the target audience;
- Contribute to the planning, coordination, drafting and design of reports and publications, including the Centre's Annual Report.

#### **Information Technology & Communications**

- Help set up and maintain a supporter contact database.
- Troubleshoot issues with supporter contact database.

#### **General accountability and duties**

- Work collaboratively with colleagues to deliver a positive experience for clients, including sharing duties with other staff as required.
- Comply with organisational policies and procedures.
- Fulfill personal obligations for workplace health and safety.

- Participate in performance development activities such as training and performance reviews.
- Participate in organisational planning initiatives.
- Work in alignment with the ethos and values of the Centre.
- Undertake other duties within the scope of this role as required.

#### **QUALIFICATIONS & EXPERIENCE:**

The Events & Communications Officer will ideally have the following qualifications and experience:

- Tertiary qualification in communications or other relevant course; and
- Minimum two years' experience working in events management and/or communications.

#### **SELECTION CRITERIA**

1. A strong commitment to achieving social justice and interest in impactful story-telling.
2. Tertiary qualification in communications or related course; and minimum two years' experience working in events management and/or communications (or equivalent work experience).
3. Demonstrated experience in program administration, online and in-person event coordination, and communications.
4. Ability to collaborate, multi-task and manage priorities well with good attention to detail.
5. Excellent written and verbal communication skills, with a proven ability to produce high quality communications materials, including visual materials, for a range of audiences, including through digital channels.
6. Experience using a range of business information systems and software, including use of MS Outlook, Word, Excel and PowerPoint.
7. Database administration experience e.g. CRM is highly regarded.

We encourage individuals with diverse backgrounds and experiences to apply.