



## **Position Description: Communications Coordinator**

### **About the Queen Victoria Women's Centre**

Built in 1848 as the original Melbourne Hospital, from 1946 the building now known as the Queen Victoria Women's Centre was the premises of the Queen Victoria Hospital, which was one of three hospitals in the world founded, managed and staffed by women.

The Trust was established under the Queen Victoria Women's Centre Trust Act 1994 to govern the Centre, which acts as a statutory authority consistent with the meaning of 'public body' in section 3 of the Financial Management Act 1994. The Trust comprises up to 12 members, appointed by the Governor-in-Council on the recommendation of the Minister for Women's Affairs, to fulfil the following obligations as prescribed by the establishing Act.

The Queen Victoria Women's Centre offers three convenient, cost effective venue spaces in the beautiful setting of a heritage building. We are also home to seven organisations which support the women of Victoria.

We are planning to reinvigorate our program of events with the intent of increasing networking opportunities for women of all walks of life from all over Melbourne. The Communications Coordinator will play a critical role in supporting this reinvigoration.

### **About the Position**

#### **Part-time contract**

- Commencing ASAP

#### **Reports to:**

- CEO
- This position is responsible for coordinating QVWC communications & supporting the day-to-day operations where possible.

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support the CEO in a brand refresh including new website</li> <li>• Support identification of key comms priorities &amp; implement comms strategy</li> <li>• Take charge of website updates</li> <li>• Coordinate external communications service providers</li> <li>• Coordinate and undertake documentation – recording, photography</li> <li>• Take charge of social media communications</li> <li>• Lead data acquisition and management initiatives</li> <li>• Manage newsletter</li> <li>• Respond to inquiries from the public</li> <li>• Support general office functions including answering office telephone and general email enquiries</li> <li>• Support the CEO’s communications responsibilities as required</li> </ul>
<b>Essential Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Must be a self-starter, able to work independently while reporting systematically</li> <li>• High level of attention to detail</li> <li>• Excellent written and oral communication skills</li> <li>• Sophisticated understanding (and/or being a quick study) of commonly used computer software: Word, Excel, Outlook I etc</li> <li>• Sense of humour</li> <li>• Commitment to gender equality</li> <li>• Transparent &amp; inclusive approach to work</li> <li>• Experience in or strong interest in women and culture: literature, news, feminism, theatre, music, design, food, ethnicity, gardening, class, ethnicity...and communication</li> </ul>
<b>Indicative Terms</b>	<ul style="list-style-type: none"> <li>• \$65,000 0.6 FTE plus superannuation</li> </ul>
<b>Selection Criteria</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Capacity to deliver the essential skills and attributes outlined above;</li> <li>• Tertiary qualification or equivalent work experience in marketing, communications or similar disciplines;</li> <li>• Proficiency with commonly used office software, basic website software (eg wordpress, squarespace) social media &amp; other communications platforms (eg MailChimp) ;</li> <li>• Demonstrated capacity to support a communications strategy &amp; work with service providers eg design, writers, event managers;</li> <li>• Strong written and verbal communication skills;</li> <li>• Commitment to teamwork and a willingness to help others;</li> <li>• Cultural awareness and sensitivity to the needs of women from diverse backgrounds; and</li> <li>• Resourceful, positive and flexible outlook and ability to manage competing priorities.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Fluency in a language other than English;</li> <li>• Understanding of multi-stakeholder environment; and</li> <li>• Experience in a small business or not-for- profit environment.</li> </ul>

	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• The incumbent is required to comply with all relevant legislation and regulations, all policies and procedures, including but not limited to:</li> <li>• Occupational Health and Safety policies and procedures;</li> <li>• Codes of conduct;</li> <li>• Policies and procedures relating to the use of computer and any other assets or resources of the QVWC.</li> <li>• Resourceful, positive, flexible and well organised. Able to manage multiple competing priorities</li> <li>• Discretion in dealing with confidential or sensitive information</li> </ul>
<p><b>To Apply &amp; Key Dates</b></p>	<p>Applications close 30 April 2019 with interviews to be scheduled soon afterwards</p> <p>Desirable start is late May 2019</p> <p>Applications comprising a resume and a cover letter addressing the selection criteria outlined above should be submitted by <b>April 30, 2019</b> to <a href="mailto:jo.porter@qvwc.org.au">jo.porter@qvwc.org.au</a></p>