



<b>Position Title:</b>	Media & Communications Coordinator, Community Health First
<b>Reports to:</b>	Strategic Advisor, Community Health First
<b>Hours:</b>	Part-time 0.8 FTE (0.6 FTE considered)
<b>Duration:</b>	18 months Maximum term
<b>Location:</b>	Hawthorn, with hybrid work from home options.
<b>Agreement:</b>	Victorian Stand-Alone Community Health Services Multiple Enterprise Agreement 2022- 2026
<b>Classification:</b>	Grade 3

## BACKGROUND

Community Health First unites all 24 of Victoria’s registered community health services with one shared goal – improving the health, wellbeing and quality of life for all Victorians.

Community health services play a unique and important role in responding to the needs of Victorian communities, supporting people through the provision of high-quality support and services and addressing health inequalities. Community health services operate out of more than 250 sites across metropolitan, rural and regional Victoria, employing over 11,000 people to support more than 600,000 Victorians every year.

Community Health First aims raise awareness and showcase the work of the community health sector, build public support, and shift attitudes of decision-makers to place high value on community health.

## POSITION PURPOSE

This is a role for a driven communications professional committed to collaboration and excited by impact focus work. The position plays a key role in telling the story of community health across Victoria through external communications and media.

## RESPONSIBILITIES

You will be a strong communicator and writer, with a passion for storytelling, an interest in collaborating with and working alongside a wide range of stakeholders across the state, and the skills to think strategically and work autonomously to drive projects forward.

<b>External Communication</b>	<ul style="list-style-type: none"><li>• Leading, coordinating and managing external communications for Community Health First through media, social media, and campaign collateral</li><li>• Generating proactive media opportunities to promote the work of community health in Victoria</li><li>• Keep the Community Health First website updated with content and news</li><li>• Develop engaging content for Community Health First social media channels</li><li>• Establishing and maintaining effective working relationships with external stakeholders, including journalists</li><li>• Participating, as required, in external stakeholder relations.</li></ul>
-------------------------------	---



<b>Internal Communication</b>	<ul style="list-style-type: none"><li>• Establishing and maintaining effective working relationships with internal stakeholders, including media and communications staff in partner organisations</li><li>• Engage partner organisation staff through regular forums and communication</li><li>• Support staff with brand guidance and maintaining shared assets through a resource library</li></ul>
<b>Project Management and reporting</b>	<ul style="list-style-type: none"><li>• Coordinate or assist with coordinating key events throughout the year, ranging from CEO workshops to parliamentary delegations, with written materials and project management support</li><li>• Track the effectiveness of media and communications activities, providing reports and insights for future planning</li><li>• Maintain shared stakeholder map and proactively drive stakeholder contacts</li><li>• Undertake and assist in a range of shared projects as needed</li></ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"><li>• Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Respect, Innovation and Quality</b></li></ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"><li>• Act in accordance with AccessHC's policies, procedures and code of conduct</li><li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position</li><li>• Participate in mandatory training requirements to support the delivery of a safe and effective service</li></ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"><li>• Act in accordance with health and safety policies and procedures at all times</li><li>• All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li></ul>

## KEY SELECTION CRITERIA

### Experience

- Demonstrated experience in pitching to media and responding to media enquiries
- Current media relationships or ability to develop them
- Demonstrated experience in developing communication materials and providing communication advice
- Excellent written and verbal communication skills with the ability to create, write, edit and proof content for a range of audiences and channels
- Finding and sharing interesting and unique stories that engage new audiences
- Experience in event planning or support
- Knowledge and experience using information systems, including Microsoft Office suite
- *Desirable* – experience with WordPress, Campaign Monitor, InDesign, Canva and social media platforms.

### Qualifications

Tertiary qualifications or relevant on the job experience in communications, public relations, journalism or a related discipline

Authorisations	
<b>Employee Name:</b> <b>Signature:</b> _____ <b>Date:</b> / /	<b>Manager Name:</b> <b>Signature:</b> _____ <b>Date:</b> / /