



POSITION DESCRIPTION

Position Title	Communications Officer
Directorate:	Corporate Services
Program	Communication and Partnerships
Award/Agreement	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
Classification	SCHADS 4
Reports to	Communication and Partnerships Manager
Direct reports	NA
Employment Type	Full time, fixed term
Date of Review	11/02/2021

About Windana
<p>Since 1984, Windana has helped thousands of people recover from the harmful effects of drugs and alcohol and make meaningful change to lead healthy and fulfilling lives.</p> <p>Windana provides holistic, evidence-based services tailored to each person’s unique situation, wherever they may be on their recovery journey. These include residential withdrawal services, residential rehabilitation and a suite of community-based services.</p> <p>We work in and across sectors to improve and refine treatment services and increase community understanding to eliminate the stigma around drug and alcohol dependence, treatment and recovery.</p> <p>You can find a snapshot of Windana here - https://windana.org.au/wp-content/uploads/2021/01/FB-Header-with-Illustration-1.jpg</p> <p>Our Mission Helping people to rebuild their lives.</p> <p>Our Principles</p> <ul style="list-style-type: none"> • We believe that people can rebuild their lives. • We reduce the harms associated with alcohol and drug use in our communities. • We value individuality, and help people use their strengths and aspirations to guide their journey with Windana. • We embrace diversity in all its forms. • We acknowledge that the land on which we live and work is, was and always will be Aboriginal Land, and pay our respects to the traditional elders, past, present and emerging. • Our relationships are authentic, honest, and respectful. • We are a learning and knowledge-sharing organisation.
Program Information
Communication and Partnerships Team

The Communication and Partnerships team supports Windana's people and clients through high quality internal and external communications. The Team communicates compelling stories to diverse audiences including staff, funders, clients, partners, government and the AOD sector

Whether it's sharing and celebrating client stories of recovery, creating targeted publications or events, supporting fundraising activities or developing relationships with external and internal stakeholders, we value bold and courageous thinking and bring our best ideas to all projects and situations.

We also like to have fun at work and bring a little bit of ourselves to everything we do.

Position Objective

The Communication Project Officer will work with the Communication and Partnerships Manager to contribute to Windana's mission of helping people rebuild their lives by:

- Supporting the implementation and delivery of projects across the Communication and Partnerships portfolio. Initially, a big focus of this role will be the review and update of Windana's publications.
- Providing communication support to other teams and programs across Windana.

The role helps shape the communications approach and culture in a team, and organisation, that values diversity and makes a positive difference in the lives of the people Windana touches.

Position Responsibilities

Manage the review and update of Windana's publications

- Working with key staff from Windana's locations and the Communication and Partnerships Manager, you will be responsible for reviewing and updating all of Windana's publications, including the wording and graphic design of brochures, manuals, flyers, fact sheets and relevant documents.

Create content for Windana's communication channels and audiences

- Working with the Communication and Partnerships Manager and the broader Windana team, you'll create exciting and vibrant content (written, visual, and video) targeted to Windana's diverse audiences.

Support the management of Windana's website and social media

- Together with the Communication and Partnerships Manager you will update, monitor and create content for Windana's website and social media accounts.

Provide internal communications support

- Support the production of Windana's internal staff newsletter and supporting the improvement of Windana's Intranet site, *WENDI*.

Input into strategic project, communication and organisational planning

- The best plans are born out of collaboration and a diversity of ideas, so you will play a key part in strategic planning.

Project and administration support

- Includes event management support, media support, budgeting and invoicing, data entry, grant submissions.

Develop strong and effective relationships across the organisation with internal and external stakeholders

Teamwork

- Working collaboratively across the organisation.
- Sharing knowledge and experiences.
- Participating and making a positive contribution to team meetings, strategic and corporate. planning meetings, team workplans and relevant cross unit working groups.

Key Working Relationships

Internal:	External:
Staff at all levels and locations	Suppliers and contractors Eg. Graphic and web designers, photographers etc.
Windana clients and residents	Government and sector colleagues

Selection Criteria

Qualifications

- Tertiary qualifications in Communications, Design, Marketing or Public Relations or similar area and at least two-years experience working as a marketing or communications professional

Mandatory Skills & Competencies

- Experience in graphic design using Adobe Creative or Cloud, along with an understanding of digital and print design principles across a variety of different media forms.
- Basic knowledge of website content management systems, including WordPress.
- Demonstrated content creation across a wide variety of digital and print mediums, with strong writing skills.
- Strong interpersonal skills and the experience collaborating with multidisciplinary teams.
- Demonstrated critical thinking skills including the ability assess situations and projects, and suggest improvements where needed.
- Strong attention to detail in a range of contexts.
- Personal values align with Windana’s mission of helping people rebuild their lives.

Desirable Skills & Competencies

- Experience working within the AOD, public health, community or government sectors preferred.

Additional Requirements

All employees are required to:

- Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates.
- Report to management any criminal charges or convictions you receive during the course of your employment.

- Comply with relevant Windana clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Windana management. Windana is committed to child safety and is a Child Safe organization.
- Be aware of and comply with the Windana Code of Ethics and Practice.
- A current Victorian Driver's license is essential.
- Have valid working rights to work in Australia.

General Information

- Employment terms and conditions are provided in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
- All positions at Windana are subject to on-going government funding.
- Remuneration Packaging is available in accordance with current legislation.
- Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Redeployment to other services or sites within Windana may be required.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature: _____ Date: _____