

## COMMUNICATIONS COORDINATOR x 2

Volunteer

Position

**Organisation:** Being | Mental Health and Wellbeing Consumer Advisory Group

**Title:** Communications Coordinator x 2

**Employment type:** Volunteer – 2-3 days per week required

**Location:** Woolloomooloo NSW 2011

**Report to:** CEO

**Supervises:** Nil

### About Being

**Being** is the independent, NSW peak organisation for people with lived/living experience of mental health issues and emotional distress. Our primary focus is to ensure the perspectives and experiences of people with mental health issues are heard by decision makers, service providers, and the community. With a long-standing history of operation, **Being** is in a unique position to influence NSW policy, legislation, and service delivery, to improve the outcomes for the communities we serve by providing advice to the mental health sector on people's views and experiences of the way mental health services are delivered. We support people to advocate and provide input into decision making at all levels through a co-design process and peer-led activities.

**Being** has a strong focus on human rights, and as such advocate for the rights of people with mental health issues and emotional distress to live and participate in the communities they choose.

We are a value-based organisation whose work is underpinned by Recovery-Oriented principles including respect, social justice, and transparency, and a belief that recovery is possible for every individual.

**Being** engages with their members, Government, Community Managed Organisations, and the community through the provision of resources and information, consultations and submissions, research and evaluation, and education and training.

**Being** receives core funding from the Mental Health Commission of NSW and project funding from the NSW Ministry of Health.

### Role Description

The Communications Coordinator positions (2) will work with the Being team to develop, coordinate and implement Being's communications strategy, and look at opportunities to raise our brand awareness to the community. The positions will manage the online social media platforms, Being's website and monitor movement in the mental health and social services sectors.

### **Duties and Responsibilities:**

- Day-to-day coordination of real-time interactions with social media and Being website;
- Monitor key online conversations, events and opportunities to benefit the organisation including development of blogs, forums and online communities, enews and bulletins.
- Manage content to the BEING website, Facebook, Twitter, Instagram, Linkdin , ensuring content is kept up to date;
- Use analytical tools to monitor and report on BEING's social media effectiveness and website usage;
- Maximise brand awareness and identify areas for brand development;
- Compilation and formatting/styling of Annual Report;
- Manage the general Communications email account
- Ensure that inquiries about joining Being are responded to promptly and send membership forms to applicants
- Act in accordance with Being's established policies and procedures, with particular attention to the Code of Conduct
- Act in accordance with the principles of empowerment and inclusion of all people with lived/living experience of mental health issues and emotional distress.
- Other activities as required.

### **Essential Selection Criteria**

- Demonstrated experience and knowledge with content management systems in the delivery and maintenance of websites and e-Newsletters, and social media/platforms;
- Strong writing skills including a proven ability to write media briefings and content for online/social media channels and website;
- Tertiary qualification in Communications, Public Relations, Journalism or related field (or working towards);
- Experience with photo/video/multimedia programs;
- Strong planning, organising and problem solving skills;
- High level interpersonal and communication skills with a broad diversity of stakeholders
- Ability to work independently whilst being part of a team.

### **Desirable**

- Lived experience of mental health issues and the ability to draw upon own personal experiences and the experiences of others to inform your work;

- Demonstrated experience in managing not-for-profit websites including monitoring performance, trends and reporting using web analytics tools and a good knowledge of principles of Search Engine Optimization (SEO);

Being is an Equal Employment Opportunity employer. We apply affirmative action strategies to the employment of people with a lived experience of mental health issues.

**Applications close on 31<sup>st</sup> May 2019**

Applications must include the following:

- Cover letter addressing each of the selection criteria (can be two separate documents)
- Resume
- Two referees names and contact details

Applicants who do not include all documents and address the selection criteria **will not be considered for the positions.**

For further enquiries please contact Peter Schmiedgen on 93320200.

Further information about Being can be found at [www.being.org.au](http://www.being.org.au)

Submission of applications are to be sent through to [communications@being.org.au](mailto:communications@being.org.au) by 31<sup>st</sup> May 2019.