

JOB DESCRIPTION FORM – COMMUNICATIONS OFFICER

JOB TITLE: Communications Officer

JOB TYPE: Volunteer position (2-5 hours per week)

LOCATION: Work from home (BYO device) and 2 x monthly virtual meetings

SUPERVISOR/MANAGER: Marketing Manager

DIRECT REPORTS: NA

OVERVIEW:

Engagement and connection with the broader community is an important component of the ongoing development of the Hello Initiative brand. Further, a positive and active community presence is critical to capturing and retaining support from key stakeholders. The Communications Officer is responsible for providing on-brand communications support to the project teams and leadership team within Hello Initiative. The Communications Officer will produce high-quality communications materials as required by the business, while working collaboratively with the larger marketing team. This role is supported by the Marketing Manager and the successful applicant will gain experience in creating impactful communications collateral that will be used in real-world, public projects that support some of WA's most vulnerable young people. Begin to build out your portfolio with published communication materials that demonstrate your ability to create engaging messaging that captures hearts and minds across Hello Initiative's target markets, from community members to leadership in some of WA's biggest multinational organisations.

MAIN DUTIES/RESPONSIBILITIES:

- Work collaboratively with internal stakeholders by producing high-quality and on-brand communications materials.
- Manage Hello Initiative's website, publication of the annual report and strategy report.

- Work closely with the Marketing Manager and the wider marketing team to guide the strategic direction of Hello Initiative's messaging internally and externally.

SKILLS & EXPERIENCE

Qualifications:

- No specific qualifications required
- Qualifications or ongoing study relevant to marketing, communications, english literature, creative writing, or graphic design will be viewed positively
- A valid Working with Children Check and COVID Vaccination Certificate will be required

Experience:

- No experience required
- Experience working in youth justice or other youth work will be viewed positively
- Experience in corporate communications, marketing, design will be viewed positively

Necessary Skills:

- Excellent written and verbal communication skills
- High levels of adaptability to work in a fast moving start up
- High levels of cultural sensitivity
- Ability to work autonomously
- Attention to detail
- Excellent time management skills

Desirable Skills:

- Experience in web-builders
- Experience in design software (Canva, Photoshop, Procreate, etc.)
- Experience with Google G-Suite

VOLUNTEERING AT HI

- HI provides volunteers with many opportunities to give back to our community and make a direct impact in youth justice.

- Personal and professional development is a focus, with opportunities to gain valuable skills and experiences across strategic planning and various project working groups.
- HI volunteers enjoy a welcoming and supportive environment, with friendly and respectful people who genuinely appreciate each other's contributions.
- HI recognises that volunteers have busy lives, and are flexible in terms of schedule; work hours, locations, and general autonomy around how volunteers perform their duties.
- HI prides itself on an innovative approach to program development and idea incubation, welcoming new initiatives from volunteers, exposing volunteers to modern approaches to problem-solving.
- Volunteers are highly valued and respected, with transparency and equal opportunities for everyone.
- HI provides training and learning opportunities to enhance volunteers' skills and knowledge in new ways of working and domain specific information (e.g., Human Centred Design Thinking and the Youth Justice system in WA).
- Volunteers have access to knowledgeable and supportive leaders who are passionate about the organisation's mission and goals.
- Volunteers have the potential to take charge and lead, with opportunities for increased autonomy and responsibility.

Hello Initiative is an equal opportunity employer and encourages Aboriginal and Torres Strait Islander peoples, people with disabilities, people of all backgrounds including LGBTQIA+ individuals and people from diverse cultural and linguistic backgrounds to apply for positions within our organisation.

For a discussion of this role or to learn more including a discussion on how we can improve access and support you to apply, please call Aish Srinivas, Chief People Officer, on 0466 005 476 or email aishwarya@helloinitiative.org.au.