

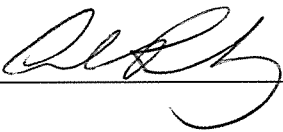


POSITION DESCRIPTION
MEDIA AND COMMUNICATIONS OFFICER

Level & Salary Range	\$71,000 - \$81,000
Employment Type	Fixed Term - Full Time
Reports to	Communications Manager
Purpose of the Position	
This role is responsible for the development of high level internal and external communications that promote a positive image of both Carpentaria and Harry's Place through a range of social and other media content to promote community engagement. Working closely with the Communications Manager, this diverse role includes planning and organising internal and external communications, organising events and providing a range of administrative support where required.	
Tasks and Responsibilities	
<ul style="list-style-type: none"> • In collaboration, develop, build and disseminate creative content for Carpentaria's social platforms, including the creation of engaging written copy, photography and short form videos • Manage official social media accounts and maintain up to date and relevant information on Carpentaria's website • Support the Communications Manager with the implementation of a calendar of activities and promotional events, including developing, contributing and actioning monthly content plans for our social platforms • Coordinate and deliver official and professional internal and external events • Explore, report and recommend new ways to connect with our digital audience • Build and maintain positive relationships with internal and external stakeholders • Relevant administration support and related tasks as directed. 	
Essential Criteria	
<ul style="list-style-type: none"> • Certificate IV in a marketing or communications related discipline and/or demonstrated experience in the communications and marketing related field. • Experience using social media channels including Facebook, Instagram, Linked In and You Tube • Ability to conceptualise, film and edit short form video and prepare photography for social media channels • Experience in the planning and coordination of a range of formal and informal events • Excellent written and verbal communication skills and the ability to communicate effectively with a variety of stakeholders • Exceptional interpersonal skills, including the demonstrated ability to collaborate and maintain professional working relationships at all levels of an organisation. • Proven organisational and time management skills with the ability to work positively under pressure and manage multiple priorities • The ability to work both in a team environment and with minimal supervision, be self-motivated and driven to achieve targets • Current Ochre Card, Criminal History Check, NDIS Worker Screening Clearance, Covid-19 Vaccinations and NT Drivers Licence 	
Preferred Criteria	
<ul style="list-style-type: none"> • A passion for social media, a comprehensive understanding of social media platforms and an interest in emerging trends that are relevant to Carpentaria's audience • Experience with creative content platforms (Canva experience is highly valued) • Knowledge and experience of the disability sector and the NDIS is advantageous 	

Values and Behaviours Required

Embody Carpentaria's Values and Principles of Good Practice through a human rights based approach.

Authorised by the CEO: 

Date: 15/09/2022