

POSITION DESCRIPTION



POSITION OBJECTIVE:

Build the public presence of VCOSS by assisting with key publications, including research, content creation and editing, and help ensure the continuous high standard of all VCOSS writing and publications both online and in hard copy.

POSITION DETAILS:

Position Title	Publications Editor
Team	Communications Team
Classification	Level 4.1 - 4.2
Salary Range	\$79,118 - \$81,865 per annum (pro-rata)
Status	0.4 FTE (two days a week)
Term	2 years
Reports to	Communications Manager
Located	L8, 128 Exhibition Street, Melbourne

THE ORGANISATION

The Victorian Council of Social Service (VCOSS) is the peak body of the social and community sector in Victoria. VCOSS members reflect the diversity of the sector and include large charities, peak organisations, small community services, advocacy groups, and individuals interested in social policy.

In addition to supporting the sector, VCOSS represents the interests of vulnerable and disadvantaged Victorians in policy debates and advocates for the development of a sustainable, fair and equitable society.

THE WAY VCOSS WORKS

- We act ethically
- We lead and support collaborative initiatives for a thriving community sector
- We maintain productive relationships across the political spectrum
- We work in collaboration with our members
- We are transparent in our work and we consult widely
- We value and draw on the direct experiences of people affected by poverty and inequality
- We draw on the wisdom and expertise of our diverse member base
- We promote and advance the research and evidence base to drive advocacy priorities

KEY ACCOUNTABILITES

1. Liaise with VCOSS staff, members and external managers as required. Edit publications including *Insight* magazine, VCOSS Annual Report, annual State Budget Submission, digital content, e-bulletins and other membership, marketing and communications materials as required.
2. Write engaging and relevant material for a variety of purposes as needed, including articles, speeches, opinion pieces, web copy, etc.
3. Provide support and advice to VCOSS staff to ensure a continuous high standard for all online and hard copy communications materials.
4. Work collaboratively with VCOSS staff, members and external stakeholders.

ORGANISATIONAL RELATIONSHIPS:

Reports to	VCOSS Communications Manager
Supervises	N/A
Internal Liaison	Work collaboratively with VCOSS staff, particularly the CEO, Deputy CEO and Policy Manager
External Liaison	VCOSS sector members, sponsors, advertisers and partners

KEY SELECTION CRITERIA:

1. Understanding and commitment to the objectives and values of VCOSS and a capacity to represent the organisation's views as required.
2. Excellent research, writing, editing, proof reading and general communication skills. An ability to consistently produce high quality, engaging written material for various channels (including online).
3. A strong understanding of the different tones and writing styles required for different audiences.
4. Demonstrated experience using digital platforms, including Wordpress. Experience with Mailchimp, Eventbrite and Adobe Indesign is desirable, but not essential.
5. Highly developed interpersonal skills, with a capacity to build rapport and relationships with a wide range of people.
6. Excellent organisational skills to manage and prioritise a range of tasks, plan workloads and work to deadlines.
7. Demonstrated experience in working independently as well as collaboratively in a team environment.
8. Tertiary qualifications in journalism or a related field or equivalent substantial relevant experience.