



Communications Officer

About Us

HerSpace is an Australian not-for-profit organisation that supports women and girls impacted by sexual exploitation. Our aim is to provide the mental health support needed for girls and women to choose their own direction, move out of sexual exploitation, and to live free and empowered lives.

Position Description

Values	<p>HerSpace is a values driven organisation, which aims to embody the following core values in all of our work, both at an organisational and individual level:</p> <ol style="list-style-type: none"> 1. We strive to search for new and innovative ways to overcome obstacles and empower action. 2. We work collaboratively and participate equally as team members wherever possible. 3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback. <p>HerSpace supports our volunteers to embody the organisation's feminist values through the work they do. This means working in collaboration, encouraging participation and partnership, and analysing and challenging power differences due to structures such as gender, race, sexuality, disability, hierarchy and class.</p>
Key Selection Criteria	<p>Necessary:</p> <ol style="list-style-type: none"> 1. Ability to plan and manage multi-channel marketing and fundraising campaigns, including: email, social media and direct mail. 2. Knowledge of crowdfunding campaign promotion and media development. 3. Experience working with fundraising and event promotion including follow up communications to develop donor relationships. 4. Excellent copywriting and editing skills for printed and digital collateral

	<p>pieces.</p> <p>Preferable:</p> <ol style="list-style-type: none"> 1. Experience working within the not-for-profit sector, preferably with a small organisation. 2. Ability to work in a dynamic and changing environment. 3. Working knowledge of WordPress, MailChimp and Google Docs. 4. Experience working with media, pitching stories or writing and distributing press releases.
Specific responsibilities	<ul style="list-style-type: none"> • Assist in the development and management of fundraising and awareness campaigns. Examples would include: crowdfunding, event and end-of-year online campaigns. • Help maintain website and social media content to ensure these platforms reflect recent updates and contain relevant information. • Assist in the planning and execution of strategies to grow the network of supporters. • Advise other team members on developing program and communication materials as needed.
Workload (weekly hours)	10 hours per week
Regular commitments (meetings etc.)	<p>Monthly meetings with CEO</p> <p>Meetings with other communications/branding volunteers, board directors</p>
Internal and external liaison	<p>Internal</p> <p>HerSpace staff, contractors and board of directors</p> <p>External</p> <p>Network of supporters, media contacts, vendors, event volunteers</p>
Reporting to	CEO
Duration of position	6 months, with preference for a long-term working relationship of 12-24months

Reviews

If successful, this position description will be reviewed at the induction stage, and signed to indicate commitment and understanding. However, during the first two months this position description is open for discussion by both parties to ensure the role is working well for all parties.

Police and Working With Children Checks

- HerSpace may offer you a volunteer role, which is conditional upon our receipt of a satisfactory National Police Check.
- Additionally, all HerSpace volunteers are expected to hold a voluntary Working With Children Check.

Application Procedures

To apply for this role, follow these steps.

1. Please complete a cover letter responding to the Key Selection Criteria of the position, and send it with a copy of your CV to Emily Hanscamp at recruitment@herspace.org.au, using the job title as the subject line.
2. Please be sure to address the Key Selection Criteria in your covering letter with tangible examples of your experience

Timeframes

Interviews will be allocated within 2 weeks of closing date, interviews take 1-2 weeks, and the role will be given 2 weeks following interviews. All applicants will be notified of their progress once the position has been successfully filled.