



POSITION DESCRIPTION

Position Title:	Communications Manager
Organisation:	Community Housing Industry Association Victoria
Work Location:	Flexible location with some on site days required at 1/128 Exhibition Street, Melbourne
Employment Type:	Full time/Part time, negotiable subject to funding
Salary Range:	To be negotiated
Position reports to:	Chief Executive Officer

Community Housing Industry Association Victoria (CHIA Vic)

The Community Housing Industry Association Victoria (CHIA Vic) is the peak body that represents the not-for-profit community housing sector in Victoria. CHIA Vic works to lead, enable and support the community housing sector to provide disadvantaged Victorians with the dignity of safe, secure and appropriate housing.

CHIA Vic's member community housing organisations (CHOs) include all the organisations registered as housing associations or housing providers under the Victorian regulatory framework plus other non-registered providers. These registered CHOs make up an integral part of Victoria's social housing system, managing more than 20,000 units of rental property.

CHIA Vic Vision and Mission

Vision: A thriving Victoria where everyone has the safety, security and dignity of a home - the foundation of opportunity.

Mission: To lead and enable a diverse and dynamic community housing sector that is integral to the housing system.

For more information on our values, please visit chiavic.com.au

Position Summary

This role is responsible for delivering high quality, engaging communications to grow the impact of CHIA Vic's work, both in supporting the Community Housing sector and advocating to increase the supply of social housing in Victoria.

Working with a small team, the communications manager will develop and implement CHIA Vic's communications strategy, creating innovative communications products to amplify the work of CHIA Vic and the community housing sector.

Hours of Work

Full Time/Part time negotiable

Start Date

As soon as possible.

Key Tasks

Media liaison

- Develop and pitch proactive media opportunities
- Monitor media and advise on reactive media opportunities.
- Draft and distribute of media releases and op-eds.

Communications

- Develop and oversee the implementation of CHIA Vic's Communications Strategy, including traditional media and digital channels.
- Lead production of CHIA Vic's communication materials including the monthly ebulletin, Annual Report, Sector Bulletins, and other promotional material.
- Contribute to the development and delivery of communication strategies for events, forums and policy submissions.
- Copy edit CHIA Vic publications.
- Contribute to developing CHIA Vic's advocacy strategies including the development and implementation of advocacy campaigns.

Collaborating with the community housing sector

- Engage and liaise with CHIA Vic members and their communications staff to develop story ideas, ensure consistency in messaging and amplify their work.
- Chair the CHIA Vic communications network.

CHIA Vic online

- With the Office Manager and CHIA Vic staff ensure that CHIA Vic website content is up to date.
- Oversee CHIA Vic website refresh with a focus on user experience, member services and navigation.
- Oversee the delivery of CHIA Vic's digital communications strategy across social media (Facebook, Twitter and LinkedIn).

Required Skills and Attributes

- Extensive experience in a public relations, journalism or communications role.
- Demonstrated experience in developing and pitching media stories
- Strong knowledge and understanding of social media.
- Demonstrated ability to work independently and flexibly, as well as cooperatively as part of a small team.
- Demonstrated ability to organise work, manage time, determine priorities and meet deadlines.
- Commitment to social justice and the mission and vision of CHIA Vic.

- Knowledge of community housing and homeless services and local government and/or the development sector is beneficial, but not a requirement.
- Use of media and communications in advocacy and campaigning roles would be highly regarded.

Qualification Requirements

A tertiary qualification in the communication field (journalism, public relations, communications) or commensurate industry experience is required.

General Conditions of Employment

- Remuneration will be commensurate with experience and qualification/s.
- Salary packaging outside of superannuation is available.
- Pre-employment checks may include a requirement for proof of identity, evidence and currency of qualifications, driver's license and other relevant personal documentation.
- Referee checks on at least two independent referees will be conducted prior to an offer of employment.