

## **Communications Officer**

Social Security Rights Victoria  
7.6 hours per week (0.2 FTE)  
Fixed term position to 30 June 2021

Social Security Rights Victoria (SSRV) is a state-wide, specialist community legal centre that focuses on Centrelink issues. SSRV is seeking to employ a Communications Officer. This is a new, one day per week (7.6 hour per week), fixed term position.

We are seeking an experienced communications practitioner, to co-ordinate the development and implementation of communications strategies that will engage with key audiences and contribute to SSRV's strategic objectives. This will include whole of organisation and specific purposes strategies that focus on service information, education and advocacy.

The Communications Officer will contribute to production of content, design and distribution for a range of communications mediums and will resource others to undertake activities relevant to their role. The position will co-ordinate social media messaging, build relationships and develop assets and policy to support communications activities.

Remuneration is linked to the *Social Community Home Care and Disability Services Award* pay tables (Community Development Worker, Level 5). The salary range is \$16,100 - \$17,000 approx depending on experience for 0.2 FTE per annum, pro rata for part year, plus leave loading and superannuation guarantee contributions. Salary packaging available.

The position is based in Fitzroy (Melbourne). Due to COVID-19 restrictions, all staff are currently working remotely, so interim and transitional arrangements may be required.

Please see the attached position description.

**How to Apply** - Applications should include a short cover letter, resume and statement addressing key selection criteria. Applicants invited to interview will be asked to supply details of two professional references. **Applications close at 5.00pm on Wednesday 9 September 2020.** Late applications will not be accepted.

Applications are to be submitted by email to [director@ssrv.org.au](mailto:director@ssrv.org.au), addressed to Gillian Wilks, SSRV Director, with Communications Officer Application in the subject line. For inquiries about the position please contact Gillian Wilks on (03) 9481 0299.