

EDITOR POSITION DESCRIPTION

INNOVATIVE RESOURCES

MELBOURNE

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Editor
Program	Innovative Resources
Hours	Part Time
Hours per week	22.8
Duration	Fixed Term
Fixed term end date	30 April 2022
Location	Melbourne
Reporting Relationship	This position reports directly to the Manager, Innovative Resources
Effective date	September 2021

Overview of program

Innovative Resources (IR) is the publishing arm of Anglicare Victoria. We create and publish resources and training for use in human services and education sectors. With a long history in print, IR is ready to make a transformative change and move into a new phase of development and growth, adopt new practices and technologies, and build on digital opportunities.

The Editor will play a critical role in identifying and developing content that supports, engages and educates professional and consumer audiences across multiple channels as the enterprise launches into a new phase of growth.

The role is varied and hands-on, it encompasses print and digital resources, training and online learning program, and the various content required to engage and inform our audiences.

We are seeking a skilled communicator, confident across content types and media, who can handle everything from concepts to proofing.

Position Objectives

1.	Improve the quality, currency and relevance of IR content – digital and print – through audits and updates in line with new developments, new style guide, SEO requirements and engagement objectives.
2.	Contribute to the publishing strategy and project delivery plans – coordinate projects through research, development, review and publication stages, and assist with the creation of project marketing collateral.
3.	Collaborate on content strategy, establish and manage a 12 month content calendar to guide and support marketing, social and publishing aims, and identify processes for content creation, curation and distribution.

Key responsibilities

The key responsibilities are as follows but are not limited to:

1.	This role holds primary responsibility for content review, development, editing and proofing across multiple media and platforms for the range of IR products, services and activities, including professional learning, published resources, knowledge hubs, website and marketing.
2.	In partnership with the IR Manager, develop and apply a new style guide, review and update website content in line with SEO guidelines and broader digital best practices, and collaborate on content strategy.
3.	Review and coordinate the publishing schedule, liaise with authors, SME and designers, and collaborate on product research and development.
4.	Collaboration with the broader team to develop and produce content that supports the marketing calendar and promotions schedule including monthly newsletters, video and podcasts, digital and social media initiatives.
5.	Utilise data and analytics to help guide decisions and monitor performance of the content strategy.

Key Selection Criteria

 <p>Role Specific</p>	1. Tertiary qualifications or background/knowledge of the human services sector and a sound understanding of current issues, trends and directions in the sector.
	2. Excellent written communication skills, with a particular ability to write clear, concise, engaging content for a range of platforms and purposes.
	3. Proven digital skills and experience working with various media, tools and platforms.
	4. Advanced research skills and strong project management capabilities.
	5. Outstanding editing skills across a range of content types.
	6. Strong interpersonal and communication skills, with the capacity to work well within a small team and the ability to liaise, consult and collaborate with key stakeholders.
	7. Ability to work independently and be self-motivated, with a creative, curious and innovative approach.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
