



VMRWA Communications Officer POSITION DESCRIPTION

Position Identification

Title: Communications Officer
Functional Area: VMRWA Management Committee

The Position of Communications Officer with VMRWA is a management committee position. The role takes responsibility for the creation and editing of the Associations publications in print and electronic media.

Position Objective

The Association has a number of publications that are produced throughout the year. While this position is not limited to managing the production of only those that are currently produced, the following are some of the key areas of effort:

1. To ensure the day-to-day administration of the association website is carried out in an effective and timely manner. Maintaining content and availability of the website and researching into new technology options as they become available.
2. Managing the production and distribution of the annual association diary.
3. Production and distribution of a regular electronic newsletter to the members of the association.

Attributes

The following competencies are required for this position:

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| Vision & Leadership | <ul style="list-style-type: none">• To be committed to the vision, mission and values of the Association.• To be involved in the implementation of strategic plans for the Association. |
| Communication | <ul style="list-style-type: none">• To be a good communicator at all levels in the Association and the community.• Have excellent writing skills. |
| Team Work | <ul style="list-style-type: none">• To be committed team player.• Work towards team objectives |
| Problem Solving | <ul style="list-style-type: none">• Have the ability to listen, understand and assess the needs of members and the association.• Have the ability to be proactive in putting forward suggestions for continual improvement and problem solving. |
| Self Management | <ul style="list-style-type: none">• To be self motivated• Able to plan workloads to meet deadlines while ensuring good volunteer-life balance. |

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| Planning & Organising | <ul style="list-style-type: none"> • Ability to prioritise workloads to achieve objectives |
| Technology | <ul style="list-style-type: none"> • To have good computing skills in being able to deal with web development, emails and desktop publishing. |
| Learning | <ul style="list-style-type: none"> • Ability and enthusiasm for learning new things. |
| Initiative & Enterprise | <ul style="list-style-type: none"> • Not afraid to put forward new ideas. |

Key Performance Objectives

| Outputs | Key Performance Indicator |
|--|---|
| Ensure Responsible Administration of the Association Website. | <ul style="list-style-type: none"> • Maintain various website pages with up to date information. • Look for opportunities for expanding the website to cover other areas that members may need/require. • Maintain links to member emails and websites. • Ensure members information is kept up to date. • Work with members in the development of individual member websites. |
| Manage the production and distribution of the annual association diary | <ul style="list-style-type: none"> • Liaise with the production company in developing the content for the association diary. • Work with members to collect photos and content for the diary. • Work with the management committee of the association to review specific VMR content for any alterations. |
| Produce and distribute the association Newsletter | <ul style="list-style-type: none"> • Collect and write articles for the newsletter. • Collect photos for the articles & newsletter. • Articles relevant to members about developments in VMR. • Articles highlighting achievements of groups. |
| Active participation at VMRWA Committee Meetings | <ul style="list-style-type: none"> • Presence at meetings, whether teleconferencing or face to face. • Being prepared to take on small projects and see them through to completion. • Being prepared to participate in sub-committees as needed. |
| Active participation in sub-committees | <ul style="list-style-type: none"> • Chairing or participating in sub-committees • Working towards completion of sub-committee objectives |
| Maintain good working relationship with FESA VMRS team | <ul style="list-style-type: none"> • Liaise with FESA VMRS on any matters that FESA VMRS has a responsibility for. |

Person Specification

For this role, VMRWA looks for the following Skills, Knowledge & Experience, and personal attributes:

Skills:

- Good organisational skills
- Good communication and interpersonal skills
- Ability to research and provide feedback
- Computer skills in word processing, email and other office management products
- Ability and knowledge with web development concepts and software
- Ability to work alone and as part of a small but dynamic team

Knowledge & Experience:

- Good knowledge and experience with Volunteer Marine Rescue
- Experience writing articles of interest and some desktop publishing background.

Personal Attributes:

- Ability to prioritise
- Flexible approach to the role
- Happy disposition
- Natural ability to treat people with empathy, respect and trust
- Firm polite persistence coupled with patience
- Time to effectively fulfil the role
- Confidentiality on all matters relating to group activities/issues

Organisational Relationship / Authority

Organisational Relationships

Internal Contacts: VMRWA Committee Members
Association Members

External Contacts: FESA VMRS Team
Other external contacts as delegated by the VMRWA Committee

Organisational Authority

Decisions made in the position: Decisions in relation to the publications of the association.
Decisions as delegated by the VMRWA Management Committee.

Decisions referred: Decisions requiring input by VMRWA Management Committee should be referred to the committee.
Decisions requiring input by FESA VMRS should be referred to FESA VMRS and/or the VMRWA Management Committee.

Occupational Health and Safety

Individuals are responsible and accountable for:

- Compliance with policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Correct utilisation of appropriate personal protective equipment.

General Responsibilities

The Communications Officer will need to take responsibility for

- All publications of the association, including any templates produced.
- Liaising with external parties that are involved in the publication of association material.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by persons in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and skills required of persons assigned to the role.