

ROMAC ROLE DESCRIPTION

ROLE TITLE: Communications Editor

ROLE TYPE: Volunteer, Consultant

LOCATION: virtual as editor@romac.org.au

SUPERVISOR/MANAGER: Deputy Chair

MENTOR: HR, Training & Recruitment Chair

MAIN DUTIES/RESPONSIBILITIES:

- Provide content editing skills to ROMAC volunteers engaged in the production of the monthly E-Newsletter, publicity materials, social media, website, online materials, reports and documents for the purpose of quality control

SKILLS & EXPERIENCE

Qualifications:

- Degree or Diploma in Communications, Marketing, Languages including English

Experience:

- 5 years or more experience in editing/writing/publishing. Experience with social media and online content an advantage
- Experience with online applications such as Mailchimp, Canva and Wordpress, and commercial publishing apps such as Adobe or Affinity products

Skills:

- Excellent written communication and editing skills
- Very good interpersonal skills
- Organised and able to meet deadlines
- Excellent IT user skills in word processing and editing
- Very good image editing skills
- Training other team members in the writing of accurate and appropriate communication

PERFORMANCE GOALS:

- Accurate and appropriate content across all channels of communication
- Complete tasks on time
- Represent ROMAC appropriately at all times, as per the ROMAC Code of Conduct

Role Description Name: Communications Editor	Version: Final
Prepared by: Maggie Alexander, Acting HR, Training & Recruitment Chair	Date: 21 January 2025
Approved by: Glenys Parton, Chair	Pages: 1