

Communications Project Manager

Position Description

Employment Type:	Full time
Term:	Fixed-term contract 12 months
Location:	Box Hill, Victoria
Reports To:	Chief of Staff
Works With:	Communications team directly, and all other teams across the organisation
Purpose:	The Communications Project Manager is responsible for ensuring that the services delivered by the communications team are timely and to a standard that meets the requirements and expectations of the Summer Foundation's other teams. The Communications Project Manager is also responsible for the successful implementation of engagement strategies for key pieces of work, resources and events of the organisation, as well as monitoring the impact of the engagement and reporting this back to relevant teams in the organisation.

Position Summary

The communications team services other internal teams (research, policy, practice, housing outcome, operations) and Summer Foundation's sister organisation Summer Housing. The services offered by the communications team include:

Storytelling

The creation of digital stories and digital clips, workshops to gather lived experience, documenting case studies and supporting storytellers to share their experience directly via live speaking opportunities.

External Communications

Production of written and web-based communications, writing articles for mainstream media and relevant sector publications, running events, and sharing resources and information with stakeholders.

This role exists to ensure the communications team is working effectively with the content experts within Summer Foundation and our sister organisation Summer Housing, to achieve maximum strategic impact for our key pieces of work.

This position relies on effective communication, negotiation and customer service. The role requires a strong ability to juggle and manage priorities.

The Communications Project Manager will engage with internal project lead(s) for key pieces of work being delivered by the communications team, and keep them updated on progress.

The Communications Project Manager will monitor engagement across all platforms and report back to internal project lead(s).

The Summer Foundation holds a range of events that require delivery locally and interstate. The Communications Project Manager will create event plans using existing detailed checklists and will be responsible for overseeing the delivery of the event plans.

Responsibilities & Duties

- Coordinate the flow of work through the communications team and manage and communicate priorities to successfully meet the expectations of other internal teams
- Manage the team of people who produce visual content (graphic designer, digital editor, and content editors)
- Proactively manage communication and relationships with internal stakeholders - the members of other Summer Foundation teams requiring the services of the communications team
- Implement the delivery of communications plans for key pieces of work
- Monitor the impact of engagement plans and report this back to the content lead from the relevant internal team
- Plan events and oversee the delivery of event planning, supported by the Project Relations Officer, the EA to the Chief of Staff and other staff as necessary

Skills & Experience

Essential Criteria

- Strong and effective project management skills
- Experience successfully managing a small team
- Relevant experience managing multiple projects and competing deadlines
- Confident and effective communication skills (written and verbal)
- Excellent organisation and time management, with strong attention to detail
- Excellent business relationship management
- Process and results driven

Desirable

- Experience in the not-for-profit sector
- Experience in the disability sector

Work Related Competencies

- Gather critical information from internal content lead(s) to manage priorities, timeframes and content
- Engage with internal lead(s) in relevant communication plans and keep them updated regarding progress
- Map and proactively manage work flow with strong attention to detail and be able to document and implement processes
- Establish and maintain effective relationships through consistent actions, values and communication
- Coordinate the organisation's event calendar and develop event plans based on existing templates

KPIs

- 50 resources delivered
- 30 dissemination / engagement plans implemented
- Event plans for 10-15 events
- Platform for managing workflow continuously updated and fully maintained
- Weekly WIP meetings with team

Core Competencies

The successful applicant's values will match those of the Summer Foundation. The Summer Foundation's values include:

Vision: We are creative, innovative and resourceful. We continually strive to be the best

Integrity: We act with integrity and honesty in everything we do

Communication: We communicate openly by exchanging information and actively listening to all stakeholders

Team Spirit: We value and recognise the contribution of our colleagues, both locally and globally. We enjoy working together to achieve outstanding results and total job satisfaction

Corporate Responsibility: We act responsibly within our community and care for the environment

Other Relevant Information

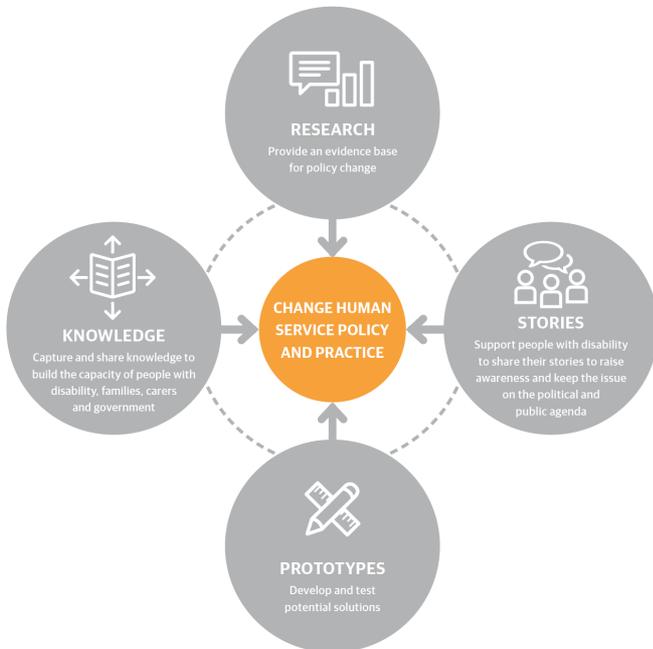
The position description is indicative of the initial expectation of the role and subject to changes to Summer Foundation goals and priorities, activities or focus of the job.

People with disability are encouraged to apply. Lived experience is valued by the organisation and looked upon favourably.

About the Summer Foundation

Established in 2006, the key aim of the Summer Foundation is to change human service policy and practice related to young people in nursing homes. The Summer Foundation utilises a range of strategies to influence health, housing, aged care and disability service policy and practice related to this target group.

The Summer Foundation's four key strategies to preventing young people being forced to live in nursing homes are:



Research ~ Our research underpins our work and provides an evidence base for policy and practice change.

Stories ~ Enabling young people with disability and their families to tell their stories and disseminating these stories is a powerful and effective tool for influencing the general public, decision makers and politicians.

Prototypes ~ We design and pilot potential solutions and then evaluate them through action research. This is an iterative process which involves designing, building, evaluation and learning.

Knowledge ~ We capture, document and disseminate the knowledge generated from our research and prototypes in order to encourage others to replicate and scale our work.

What policy change do we want?

There are four key areas that must be addressed to resolve the issue of young people in nursing homes in Australia:

1. Ensure that young people in nursing homes (or at risk of entering one) have effective NDIS plans
2. Increase the range and scale of accessible housing and ensure that young people with disability are finding their way into these housing options
3. Improve the interface between the NDIS, health and aged care gateways to prevent young people being discharged from hospitals into nursing homes
4. Increase access to proactive health services that sustain community living for young people with disability