

## **Position Description – Communications Officer**

### **Position Purpose**

The Communications officer is a voluntary role. The Communications Officer is responsible for supporting communications to deliver the Australasian Green Infrastructure Network (AGIN) Strategic Plan and reports to the Member and Events Manager.

### **Key duties/Responsibilities**

- Attend and contribute to an annual strategic planning day
- Attend monthly project meetings
- Support communications initiatives as directed by the Member and Events Manager
- Report to the Membership and Events Manager
- Maintain electronic and other files and databases
- Progress communications initiatives to promote AGIN

### **Desirable attributes**

- Commitment to the ethos and purpose of AGIN
- Commitment to AGIN core values of integrity, collaboration, equity and sustainability
- Passion and ability to act in the interests of AGIN and promotion of green infrastructure, separately from own business interests, if applicable
- Organisational ability
- Experience in committee work and procedures, or a strong willingness to learn
- Good communication and interpersonal skills

### **Estimated time commitment and Term**

The position's term will be for a minimum of one year and a maximum of two years. The role of Communications Officer requires an estimated commitment of 3 hours per week.

### **Eligibility**

The Communications Officer must be at least 18 years of age, a resident of Australia or Aotearoa/New Zealand and consent to being appointed to the position.