

Position Description – Communications Manager

Position Purpose

The Communications Manager is a voluntary role. The Communications Manager is responsible for leading the development and delivery of AGIN's communications strategy to support the organisation's 2023-2027 Strategic Plan. This role ensures alignment across the board, management, and membership through strategic internal and external communications initiatives and reports to the Executive Director.

Key duties/Responsibilities

- Attend and contribute to an annual strategic planning day
- Attend monthly management team meetings
- Strategic planning of AGIN's communications strategy, aligned with organisational goals and in collaboration with the Executive Director and portfolio leads
- Supervise the Communications Officer
- Plan and execute targeted communications campaigns to promote AGIN's work and coordinate the creation of collateral (e.g. newsletter, website updates, social media, reports etc)
- Maintain electronic and other files and databases
- Monitor communications effectiveness and adapt strategies accordingly

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
- Leadership and initiative
- 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.