

AVI Position Description – Editor & Content Producer

POSITION TITLE: Editor & Content Producer	CLASSIFICATION: AVI Band 3 TRP \$76K – 84K AUD	PROGRAM: Australian Volunteers Program	DATE: July 2021
LOCATION: Melbourne	REPORTS TO: Senior Content Producer	ROLES REPORTING TO THIS ONE: None	
ORGANISATION AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable and just world by partnering with people and organisations to share skills, knowledge and experience to achieve the positive change and development goals they seek. As an international development not-for-profit with 150 staff, AVI has offices in Melbourne and 22 countries internationally supporting students, volunteers and mentors in 28 developing countries.			
KEY OBJECTIVE: The Editor & Content Producer role will contribute to communicating the impact of the Australian Volunteers Program. The role will support the creation of content that tells the impact story of volunteers and partners, through liaison with the program’s monitoring and evaluation unit; writing and editing research material, reports and stories; and producing visual content.			
RELATIONSHIPS AND INTERACTIONS: Internal <ul style="list-style-type: none">Staff working on the Australian Volunteers Program in Melbourne and overseas External <ul style="list-style-type: none">DFAT Canberra and Australian High Commissions/Embassies overseasCreative agencies and consultants		PHYSICAL DIMENSIONS: This role requires the ability to: <ul style="list-style-type: none">Sit or stand for long periods, as well as regular bending, crouching and reaching.Use an appropriate lifting technique to manually handle office files and items.Operate a computer accommodating reasonable adjustments.React to a display (computer screen) throughout the workday.Use a telephone within reasonable adjustments (including use of headset)	
DECISION MAKING: This role works under the direction of the Senior Content Producer, and will undertake a range of tasks and activities requiring the use of specialised skills and knowledge. This role will perform tasks consistent with the expectations set by AVI and the Australian Volunteers Program, with scope to make some decisions without consultation with the direct manager.		POSITION DIMENSIONS: N/A	

VALUES:

We expect all our employees demonstrate the ability to uphold AVI values through behaviour, leadership, and projects. Our values are: Equity and Social Justice; Diversity and Inclusion; Integrity; Partnership Solidarity; and Respect.

KEY CHALLENGES

- Turning technical information into a range of engaging content for diverse audiences in Australia and overseas.
- Effective management of multiple concurrent projects and competing priorities

KNOWLEDGE AND EXPERIENCE REQUIREMENTS

Experience, Skills & Attributes

- Demonstrated experience in producing written material for a range of audiences, including writing for social media, reports and web articles.
- Demonstrated experienced in editing and synthesising technical reports to present information and key lessons in a clear and engaging way
- Demonstrated experience liaising with technical experts, particularly monitoring and evaluation specialists
- Exceptional written skills, including highly refined editing and proof-reading skills, with exceptional attention to detail
- Highly developed analysis and reporting skills, including the ability to analyse data and interpret key findings
- Ability to format written documents in Microsoft Word, and/or layout documents using Adobe Creative Cloud software
- Strong interpersonal skills, and ability to develop and manage key internal and external stakeholder relationships
- Self-motivated and resourceful, with the proven ability to multi-task, work autonomously and operate successfully in a fast-paced, high volume environment
- Excellent organisational and time management skills
- Ability to use Microsoft Excel or other software to present data in a visually engaging way is preferred but not essential
- Knowledge of the following software is preferred but not essential: Salesforce, Adobe Creative Cloud suite, Canva, Silverstripe or similar Content Management System (CSM).

Qualifications

- Tertiary qualifications in a relevant discipline such as Communications, Journalism, Professional Writing and Editing, or equivalent experience

ACCOUNTABILITIES

KEY RESULT AREA	KEY ACTIVITIES	PERFORMANCE MEASURES
Writing and editing	<ul style="list-style-type: none"> • Write stories, report summaries, and other documents that communicate the impact of the Australian Volunteers Program to key stakeholders. • Edit research reports, guidelines and other written documents as required, includes supporting the development of country-level annual reports. • Ensure written documents are fit for purpose, and consistent with brand guidelines and content strategies. 	<ul style="list-style-type: none"> • All writing and editing activities are delivered to consistently high standard.

	<ul style="list-style-type: none"> Coordinate with external suppliers, including external editors and designers, to produce published documents. 	
Research and liaison	<ul style="list-style-type: none"> Work closely with the monitoring and evaluation team and overseas teams to proactively identify content and communication opportunities. Research monitoring and evaluation reports and data are used to inform production of communications. 	<ul style="list-style-type: none"> Range of communications produced based on monitoring, evaluation and research data.
Production and coordination	<ul style="list-style-type: none"> Work with manager to develop and implement work plan. Coordinate the production of communications for distribution across a variety of channels. Liaise with external suppliers to develop content as required. 	<ul style="list-style-type: none"> Work plan developed and implemented to support the Australian Volunteers Program's communications objectives.
Analysis and reporting	<ul style="list-style-type: none"> Review performance of communication products and use learnings to continuously improve. Prepare reports as requested, and provide input into the Australian Volunteers Program's broader monitoring and evaluation framework, systems and processes. 	<ul style="list-style-type: none"> Review and reporting on communication activities identifies areas for improvements.
Team Work	<ul style="list-style-type: none"> Develop and maintain proactive and productive working relationships with both internal and external stakeholders. Communicate information as appropriate with relevant team members and to ensure they have up-to-date information. Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise. 	<ul style="list-style-type: none"> Mutually respectful and collaborative working relationships within and between teams
ADDITIONAL REQUIRMENTS: <ul style="list-style-type: none"> In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role. This role may require some work outside of regular hours. This role may require some interstate and international travel. Understanding of, and commitment to, EEO and privacy principles An offer of employment to this role may be subject to a satisfactory criminal record check. This may include appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last five (5) years Continued employment may be subject to additional security checks from time-to-time 		