



## Robinson Reserve Neighbourhood House

ABN: 33 220 574 847

104A Reynard St Coburg, VIC 3058

[www.rrnh.org.au](http://www.rrnh.org.au)

Ph: 9386 7128

Fax: 9386 0728

Email: [coordinator@rrnh.org.au](mailto:coordinator@rrnh.org.au), [admin@rrnh.org.au](mailto:admin@rrnh.org.au)

# Marketing and Communications Assistant

## Position Description

**Employer:** Robinson Reserve Neighbourhood House Incorporated (RRNH)

**Location:** 104a Reynard St Coburg 3058

**Role structure:** Volunteer hours are from 1pm to 4pm on Tuesdays with additional hours surrounding events.

**Collective Agreement and Conditions of Employment:** RRNH is a signatory to the Neighbourhood Houses and Adult Community Education Centres Agreement 2016.

## Organisation Overview

Robinson Reserve Neighbourhood House was established in 1988. The organisation operates autonomously as an Incorporated Non-profit Association and is governed by a Committee of Management (CoM). RRNH is a respectful, inclusive and welcoming local 'hub' space empowering growth, sharing, learning, fun and togetherness. In partnership with other organisations, we create local opportunities and encourage initiatives which enhance resilience, connectedness and well-being for people in our community.

RRNH provides a wide range of services both at the neighbourhood house and, at times, elsewhere in the neighbourhood. These include (but are not limited to) programs or projects in: adult community education, personal health (e.g. Pilates), participation through volunteering, social inclusion, job readiness, support for pre-school children and their families (especially through community and agency playgroups), music and song, community art, foreign languages, local sustainability, community resilience and skill sharing, self-help, advocacy and social activity to reduce isolation.

## Context for this Position

Working in a small team based at Robinson Reserve Neighbourhood House (in Reynard Street, South-West Coburg) you will support the development of communications plans for Robinson Reserve Neighbourhood House projects. The role will involve developing appropriate web content for RRNH projects and promoting projects using social media and other strategies. Must be available to meet weekly for at least 3 hours at Robinson Reserve Neighbourhood House in Reynard Street, Coburg. Flexible work at other times is possible provided you have home access to a PC and the internet (broadband connection is necessary). Editing and uploading work can then be done from home or using facilities at Robinson Reserve Neighbourhood House.

10 February 2017



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### Organisational Relationships

Reports to: Volunteer Coordinator

### Key Responsibilities

- Advise and document a communications strategy for upcoming events and activities
- Draft supporting media releases for local press and web-based media in consultation with the house manager.
- Develop online and other resources to raise awareness of RRNH projects.
- Contribute content to Facebook, Twitter and other social media as agreed with RRNH Business and Administration Coordinator.
- Assist with events relating to projects.
- Work within a small team.

### Required Personal Attributes:

- Excellent written and oral communication skills in English
- Excellent computer skills including Content Management Systems, Microsoft Word and email.
- An understanding of diverse cultures.
- Good research skills
- Promotion or marketing skills
- Experience in WordPress
- Experience in a communications role
- Design skills

### Required Attachments to Accompany a Volunteering Request

Please send your resume with your application to [admin@rrnh.org.au](mailto:admin@rrnh.org.au).

### Reporting Coordinator:

Lucy Eames - Robinson Reserve Neighbourhood House Coordinator

10 February 2017