

WANADA Aim:

To enable a specialist-sector led approach to achieve reduced harms associated with alcohol and other drugs for all Western Australians.

WANADA Purpose:

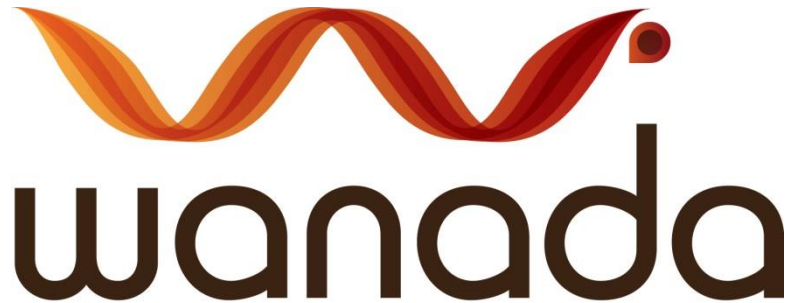
To lead a shared voice within the specialist alcohol and other drug service sector that drives and influences systemic change needed to achieve best community outcomes.

WANADA Strategic Priorities:

1. Provide an informed voice to influence effective alcohol and other drug policy, planning, development, and systems reform.
2. Promote effective evidence-informed systemic approaches that work to address alcohol and other drug stigma and discrimination.
3. Drive sector implementation of, and policy support for, the principles of self-determination.
4. Lead a coordinated approach to sector-wide development that enhances best practice and equitable access.

WANADA Values:

- **Relational engagement**
- **Accountability**
- **Respect**
- **Equity**



Western Australian Network of
Alcohol & other Drug Agencies

Communications Support Officer: Job Description

April 2024

Position Title: Communications Support Officer
Responsible To: Communications Coordinator
Employment Basis: Full Time (or as negotiated) for 12 months
Salary: As per contract

Conditions of employment comply with the relevant award (*Social, Community, Home Care and Disability Services Industry Award 2010*) and will be set out in an individual contract of employment.

Location: Level 1, 1 Nash Street, Perth WA 6000

About WANADA

The Western Australian Network of Alcohol and other Drug Agencies Inc. (WANADA) is the peak body for the alcohol and other drug education, prevention, treatment and support services in Western Australia.

Position Description

The Communications Support Officer will work under the direction of, and reports to, the Communications Coordinator, who reports to the Chief Executive Officer.

The Communications Support Officer will contribute to WANADA's sector and community engagement across multiple platforms, and support the planning and implementation of communications strategies and events.

As a member of the WANADA team a key responsibility is to work within the WANADA Principles of Practice, participate in WANADA's continual quality improvement, and support other team members as needed. All WANADA staff are required to further the organisation's strategic directions and meet relevant contractual requirements.

The key responsibility of the position is to ensure a planned approach to the achievement of the position objectives.

Communications Support Officer Position Responsibilities

The Communications Support Officer, under the direction of the Communications Coordinator, will assist WANADA to further its strategic directions and will be required to contribute to WANADA's communications, including:

1. growing WANADA's brand and raising awareness of WANADA's activities
 2. disseminating relevant information to the sector and supporting information sharing
 3. raising the profile of the Western Australian alcohol and other drug service sector
 4. other tasks as reasonably requested by WANADA's Communications Coordinator or the CEO.
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Accountabilities and Performance Indicators:

Responsibilities	Performance Indicators
Growing WANADA's brand and raising awareness of WANADA's activities	<ul style="list-style-type: none">- Prepare content for WANADA's communications, including e-newsletters, website, and social media, which is in line with WANADA's Strategic Plan and Principles of Practice.- Contribute to the review and maintenance of WANADA's communication approaches.- Support WANADA team members to strategically communicate about WANADA's activities.
Disseminating relevant information to the sector and supporting information sharing	<ul style="list-style-type: none">- Disseminate relevant research, resources and opportunities for sector engagement and participation.- Contribute to the development of communications that promote the value of alcohol and other drug sector services, as well as recent sector developments and initiatives.
Raising the profile of the Western Australian alcohol and other drug service sector	<ul style="list-style-type: none">- Maintain and promote WANADA's online directory of alcohol and other drug services.- Regularly monitor media coverage and emerging issues to enable appropriate responses.

KEY SELECTION CRITERIA

Essential:

1. Strong interpersonal and communication skills, including writing and editing.
2. Knowledge of relevant information and communication technology, including experience with content management systems, social media platforms, and graphic design tools.
3. Demonstrated organisational and time management skills.
4. Demonstrated ability to work collaboratively in a small team environment and willingness to take initiative.
5. Experience in considering culturally responsive approaches and/or willingness to develop enhanced cultural awareness.
6. A relevant tertiary qualification.

Desirable:

7. Experience of the not-for-profit sector.
8. Understanding of peak body organisations and their role.