



**DIOCESE OF LISMORE**  
**CATHOLIC SCHOOLS OFFICE**  
**POSITION DESCRIPTION**

**General Description**

Position Title:	Communications and Graphic Design Administrator
Service Stream:	Directorate
Accountable to:	Media and Communications Consultant – CSO Directorate

**Overall Purpose of the Position**

This role supports the coordination and implementation of a communication (internal and external) strategy to support the Directorate and CSO Executive to ensure communication of a consistent message to employees and stakeholders as well as working proactively to enhance the reputation of the Catholic Schools Office in line with the system mission. This includes managing and coordinating media activities and responses.

**Key Tasks and Responsibilities**

The Communications and Graphic Design Officer supports the implementation of the communication (internal and external) strategy to ensure communication of a consistent message to employees and stakeholders aligned to the strategic intent of the Catholic Schools Office, as well as enhancing the reputation of Catholic Education through proactive advocacy including:

- Creating content for the office's various communications channels including, graphic design, web (internet and intranet), social media and various publications.
- Supporting Parish Schools with communication strategies to enhance enrolment opportunities for Parish schools including the corporate website, newsletter, social media design and content.
- Assess, evaluate and recommend new communication tools and techniques to support internal and external engagement.
- Abide by workplace health and safety policies and procedures.
- Any other duties as assigned by the immediate supervisor.

**Qualifications and Skills Required**

- Certificate IV or higher in either Communications, Marketing, Public Relations (or similar) with a minimum of 5 years' experience.
- Recent experience in the moderation of social media accounts.
- Strong communication (written and oral) skills with the ability to produce and deliver clear and compelling content and presentations through advanced skills in the use of technology.
- The ability to quickly understand the internal and external environment of the Lismore Diocese

and the broader education sector in which it operates.

- The ability to work individually and collaboratively as part of a team, as well as working effectively across all stakeholder groups as required.
- Strong planning and organizational skills with an ability to manage multiple projects at one time effectively utilizing available resources.
- Following and meeting established protocols in relation to service delivery and confidentiality.
- Highly developed interpersonal skills with a professional, proactive and collaborative approach.

Desirable:

- Editing and production skills including video and photography.
- Competent skills in the Adobe Editing Suite (InDesign, Photoshop, Illustrator).

### **Internal and External Contacts**

Internal Contacts:

External Contacts:

- Executive and School staff
- Media representatives

### **Conditions of Service**

Employment Type:

Full-time

Hours of Work:

35 hours per week

Tenure:

5 year contract

Location:

Catholic Schools Office, Lismore

Industrial Instrument:

Fair Work Act 2009

Remuneration:

### ***Acknowledgement of Position Description by job incumbent:***

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

This Position Description is a reflection of duties and responsibilities at a point in time and is not exhaustive. This Position Description is subject to change as required to meet the needs of Catholic Education in the Diocese of Lismore.