
Position Description – Communications Lead

Position title: Communications Lead

Role: Volunteer position on the Children's Rights Queensland Executive

Hours per week: average of 5-10 hours a month (need to have the ability to complete additional hours prior to and during Children's Week – October 2023)

Children's Rights Queensland:

Children's Rights Queensland (CRQ) was founded in 1971 and has a rich 50-year history of promoting the rights of children and supporting communities. The organisation's vision is for widespread awareness and education of children's rights in Queensland. A range of initiatives are delivered that raise awareness of the needs, rights, and achievements of children. CRQ is focused on ensuring awareness of children's rights under the United Nations Convention on the Rights of the Child. A key role of CRQ is to convene Children's Week in Queensland each year, which celebrates the right of children to enjoy childhood.

Purpose of the position:

The role of the Communications Lead is to oversee and guide digital communications, promoting the rights of children as outlined in the United Nations Convention on the Rights of the Child. The Communications Lead will work in partnership with the Projects and Experience Officer and Executive to develop content, newsletters and promotional materials for Children's Rights Queensland.

Responsibilities and duties:

- Required to attend meetings of the Executive every 6-8 weeks
- Lead the development of communications strategies and plans
- Manage a dedicated budget for promotion
- Collaborate with and mentor the Projects and Experience Officer
- Support with managing social media platforms
- Attend and support Child Rights Network meetings
- Engage CRQ Ambassadors and partners
- Complete any additional tasks as directed by the CRQ Executive

Role requirements:

- Experience using social media platforms (including Instagram and Facebook) and developing communications
- A strong understanding of the non-profit sector or a desire to learn about this
- Computer savvy; proficient in using Office 365 and design programs (e.g. Canva or Adobe)
- Excellent communication and organisation skills
- A knack for problem-solving
- A team player

- Blue Card (Working with Children Check)

What you will get:

- An opportunity to volunteer for an organisation that values children and their rights.
- Experience managing digital platforms and collaborating with volunteers, making a meaningful impact on the lives of children, families, and communities.
- A chance to contribute your skills and expertise to an organisation that prioritises children's rights and wellbeing.
- Opportunities to collaborate with like-minded professionals, building connections and expanding your professional network.
- Experience implementing new and exciting child rights initiatives.

Relationships:

Details of relationships relevant to this role:

- This role reports to the Children's Rights Queensland President and Vice President.
- This role would work closely with and be supported by the Projects and Experience Officer.