

# Position Description

## Communications Lead



### Position Details

<b>Position Title</b>	Communications Lead
<b>Position Description</b>	Volunteer position on the Children's Rights Queensland Executive
<b>Hours per week</b>	Average of 5-10 hours a month
<b>Division</b>	Children's Rights Queensland Executive

### Children's Rights Queensland:

Children's Rights Queensland (CRQ) is a non-profit organisation with a rich 50-year history of promoting children's rights and supporting communities. Our mission is to deliver a range of initiatives that educate communities and raise awareness of children's rights as stated in the United Nations Convention on the Rights of the Child. CRQ convenes Children's Week in Queensland, which celebrates the right of children to enjoy childhood.

### Purpose of the Position:

The role of the Communications Lead is to oversee our communications strategies 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 CRQ Executive and paid team members, including the Experience Manager and Engagement Officer, to develop strategies, content, and resources 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 CRQ Engagement Officer
- Support with managing digital platforms
- Attend and promote Child Rights Alliance meetings
- Engage CRQ Ambassadors and partners
- Complete any additional tasks as agreed 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 organisational skills
- A knack for problem-solving
- A team player

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### What You Will Get:

- An opportunity to volunteer for an organisation that values children and their rights.
- Experience developing and implementing strategies that benefit children, families, and communities.
- A chance to contribute your skills and expertise to an organisation that prioritises children's rights and well-being.
- Opportunities to collaborate with like-minded professionals, building connections and expanding your professional network.
- Experience implementing new and exciting child rights initiatives.

### Working With Children Checks:

- Children's Rights Queensland takes child safety very seriously, and all volunteers and paid team members are required to obtain a Working with Children Check prior to commencement.

### Relationships:

Details of relationships relevant to this role:

- This role reports to the Children's Rights Queensland President and Vice President.
- This role works closely with the Experience Manager and Engagement Officer.