



THE BUTTERY

ROLE TITLE: Communications officer

LOCATION: Binna Burra/Tweed/Work from home

About the role:

Be rewarded by the life-changing outcomes your work is supporting. Reporting to the CEO, the Communications Officer will write promotional, corporate and fundraising copy in a range of styles for on-line and off-line publication. This includes writing funding submissions, social media posts, newsletters, annual reports, website copy, media releases, articles and blogs. In addition, this role involves maintaining and updating The Buttery's websites, social media activities and digital media presence.

Hours and location: The hours are 25 per week and are flexible from Monday to Friday. This is a hybrid role with an option to work from home and out of either our Tweed or Binna Burra office. Pool vehicles are available from the Binna Burra site.

About you: Selection Criteria (Refer to how to apply below)

Qualifications and checks

1. Tertiary qualifications in Communications, Marketing, Journalism and/or Public Relations
2. Current Driver's Licence, A satisfactory Criminal Record Check, Working with Children Check, COVID vaccination.

Professional skills and experience

3. Experience creating professional copy following approved processes
4. Technical expertise in WordPress, and familiarity with marketing and data analysis with social media and Search Engine Optimisation (SEO) the Microsoft suite and video conferencing applications.
5. Demonstrated media relations and partnership building experience
6. Awareness of contemporary community services issues including AOD and mental health.

Why staff love working at The Buttery

- ✓ Flexible working solutions to support work-life balance.
- ✓ Six annual leave weeks (pro rata) is provided to spend more time on holiday.
- ✓ Internal opportunities to transfer and work in other programs.
- ✓ Training and development opportunities.
- ✓ Access to external clinical supervision for direct service staff.
- ✓ 24/7 Employee Assistance Program includes access to an online wellbeing platform and financial and legal advice, free to staff and their immediate family.
- ✓ Salary sacrifice benefits allow a 6-12% increase in take home pay. Staff receive an ATO-approved incentive and can access 15,899 of tax-free salary to pay a mortgage, rent, loan, credit card or school fees.
- ✓ A \$2,650 meal and accommodation card.
- ✓ The ability to package computer, phone, or novated vehicle lease costs.

Find out more:

For a position description, see <https://www.buttery.org.au/employment-opportunities>

For any other queries, please contact recruitment@buttery.org.au

This role will be remunerated at SCHCDS Level 4 \$43.08ph with access to salary packaging to potentially increase your take home pay by another 5k.

The role is funded to until 30th June 2025 with potential for extension.

How to apply: Please email your resume and cover letter addressing the selection criteria above to recruitment@buttery.org.au

In your cover letter, please use each of the selection criteria above as a heading and write a brief paragraph under each one addressing it. Unfortunately, applications that do not address the selection criteria will not be considered.

Closing date: 9th August 2024