



Institute of
Professional Editors

Position Description: Communications Officer

Employment type: Permanent, part time
Hours of work: 19 hours per week/0.5 FTE
Hourly rate: \$35 per hour including superannuation

Salary package: \$39,468 per annum (includes super, and monthly phone allowance of \$100) or \$77,560 pro rata

Reports to: Chief Executive Officer

About IPED

The Institute of Professional Editors (IPED), is the association representing professional editors in Australia and New Zealand.

The governance and management structure includes the IPED Board of directors (seven of whom are appointed by branches and three of whom are appointed by the Board), standing committees (including the Accreditation Board), branch executive committees and IPED-wide staff. IPED currently has about 1400 members, some of whom work in-house for publishers and other organisations, while others work as freelance editors across many sectors, including publishing of various types, tertiary education, government and business.

IPED and its branches provide membership services, including professional development workshops, standards for editorial practice, accreditation exams, member information, newsletters and conferences.

Position overview

The IPED Communications Officer (CO) is responsible for managing IPED's internal and external communications. The CO reports directly to the Chief Executive Officer (CEO) and works closely with the Communications Standing Committee and IPED staff to develop and implement IPED's communication and marketing strategy.

The incoming CO is expected to start in mid-January 2022 and will receive a comprehensive handover from the current CO.

Key responsibilities

- Produce the *Gatherings* newsletter every month and all other special communications (each sent out on a minimum schedule of once per month) with approval from the CEO for dissemination to branch presidents, members and wider audiences via email and website
- Oversee the coordination and delivery of IPED's annual report including liaising with branches, committees, graphic designers and other key stakeholders to source, proof and format content

- Prepare and disseminate media releases to general and specialist media, as directed by and with approval by the CEO, and field media enquiries, bringing opportunities to the attention of the CEO
- Prepare and upload content for the website, including news items and specialist articles, and update existing content as required, with approval from the CEO
- Prepare and send Facebook, LinkedIn and Twitter posts (minimum requirement is once per week) and manage content and documents in Google Workspace
- Prepare and disseminate information about IPed's key business to stakeholders as directed by and with approval from the CEO
- Provide support to branches and members such as distribution of newsletters and advertising job opportunities
- Brief, supervise and oversee external providers such as graphic or web designers
- Undertake any other associated tasks as needed.

Criteria

1. Demonstrated experience in delivery of the aforementioned tasks and a relevant qualification (communications, media, etc.).
2. Ability to operate a flexible, work-from-home role that will require some availability during and outside standard business hours (fortnightly and monthly Zoom meetings)
3. Demonstrated ability to deliver key projects (e.g. annual report) against strict timelines
4. Demonstrated ability to liaise effectively and professionally with a high volume of stakeholders (staff, committees, external contractors)
5. A proactive and autonomous work style, with a demonstrated commitment to quality service delivery and raising the profile of editors and the editing industry.

How to apply

- Please submit a one page cover letter (maximum) that outlines your previous experience as a CO who has successfully delivered the key tasks outlined above
- Attach a current resume (no more than three pages) that includes the details of two professional referees who you are willing for us to contact regarding this position
- Send both documents marked attention: Nicole Mathers, secretary@iped-editors.org no later than COB 19 November 2021.