

Group Communications Facilitator

Salary

Volunteer position

Hours

Flexible

Location

Flexible

Term

Flexible, negotiated with Group Leader

Reports to

Group Leader or their delegate

Position objective

- To facilitate group communication including publishing diary dates and promoting group activities
- To support the Group Leader in welcoming and engaging volunteers, members and mums

Requirements of the position

Essential:

- Current member of ABA
- Agree to abide by ABA's Code of Ethics
- View the ABA induction video
- Compliance with ABA's Workplace Health and Safety (WHS) Policy
- Maintain confidentiality

Administration and communication tasks

Require compliance with ABA's:

- Privacy Policy
- Communications Guidelines
- Social Media Terms of Use.
- Communications and Media Policy

Skills and experience

- Enthusiastic member of the ABA community
- Effective communication skills
- Friendly and welcoming approach
- Ability to work effectively as part of a team with the volunteers and members of the Association

Knowledge

- Demonstrated knowledge and application of ABA's Code of Ethics
- Demonstrated knowledge and application of ABA's Communications Guidelines, Privacy Policy, and Social Media Terms of Use

Communication

- Group Leader
- Work closely with the Social Media Moderator/s
- Members of the group
- Mums, parents, families and community members
- Volunteers and position holders in the Association

Additional

The role is flexible and can be undertaken by multiple people. Tasks will be delegated by the Group Leader and agreed upon by all parties in line with the group's priorities and requirements. Provision of breastfeeding support must be provided by a breastfeeding counsellor or educator.

Key responsibilities

This role can and should work closely with the Group Leader and the Group Activities Support role (where filled). In some groups, these roles may be combined to suit the group's needs. The key responsibility of this position is communicating with the group and promoting group activities and events under supervision of the Group Leader. Delegated responsibilities could include:

Group activities promotion and engagement

- Enter group activities on the Local Group ABA website calendar
- Edit and update local group page on the ABA website
- Follow the groups section of the Volunteer Manual for promotion of group activities, including social, promotional and fundraising events
- Source ABA promotional materials to promote ABA services, membership and group activities through social media and other channels
- Share sourced material to local audiences through social media and other channels in accordance with the ABA social media terms of use
- Use ABA promotional templates and add local group information where necessary
- Publicise and distribute activity dates and locations to members and the community (hard copy and/or electronic)
- Communicate on behalf of the group via social media under supervision of the group leader
- Welcome new members and encourage lapsed members to renew
- Promote membership to group activity attendees
- Promote other ABA services and programs

Key performance indicators

- Key performance indicators will be determined based on key responsibilities in conjunction with the group leader.

Revision history

Revision	Date	Description of modifications
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V1	2022	Original version, adapted from the Group Leader position description. Approved September 2022
V.1.2	2023	Addition of working with children check requirements
V1.3	May 2023	Minor revision
V1.3.1	July 2023	Removal of working with children check requirements