

Salary

Volunteer position

Hours

Flexible – approximately 30 hours spread over each issue (three times a year)

Location

Flexible

Term

The term of office 2 years or until the person chooses to resign, or is no longer a member of the Association. May be reappointed annually not exceeding 6 years.

Reports to

- *Breastfeeding Review* Editor/Team Leader for details on *Breastfeeding Review* design work
- Design Team Leader for overall direction on design philosophy and ABA branding matters

Position objective

Coordinate all design aspects of the Association's Journal *Breastfeeding Review*, in accordance with editorial objectives, policy and deadlines.

Requirements of the position

Essential requirements

- Compliance with ABA's Workplace Health and Safety (WHS) policy
- Current voting member of ABA
- Agreement in writing to abide by the ABA Code of Ethics
- Viewed the Volunteering with ABA presentation

Skills and Experience

- Experience in design and layout using industry standard design software
- Ability to coordinate magazine compilation to pre-press
- Strong organisational and communication skills
- Ability to use an industry standard desktop publishing package
- Ability to meet deadlines
- Ability to work as part of a team

Knowledge

- Good understanding of a magazine publication process
- An understanding of copyright law

Qualifications

- Design qualifications highly desirable

Communication

- *Breastfeeding Review* Editor
- Senior Manager Corporate Affairs
- Manager Breastfeeding Information and Research
- Marketing Manager
- Proofreading and Approval Team Leader
- Design Team Leader
- Visual Images Team Leader
- Board reader
- Printer

Key responsibilities

- Coordinate visual content and layout for *Breastfeeding Review* in accordance with editorial objectives, policy and within deadlines
- Source and select images
- Liaise with printer

Delegated authority

The *Breastfeeding Review* Designer has authority to act within the guidelines of this position description, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the Delegations Manual.

Key performance indicators

- *Breastfeeding Review* prepared by required deadlines
- Design Style Guide followed
- Professional design standards achieved
- Communication responses are prompt

Revision history

Revision	Date	Description of modifications
V1	23rd September 2014	New Position Description. Approved by Senior Manager Corporate Affairs