



# Position Description

## Website Officer

### Position Details:

**Role:** Website Officer

**Status:** Volunteer

**Location:** Melbourne

**Time:** Part-time (est. 8 hours/month)





## Organisational Context:

connectwest has vision of a connected metropolitan west where community members come together to celebrate, champion and share each other's ideas. The west is growing rapidly and is recognised as an incubator for future entrepreneurs and social start-ups alike.

connectwest aims to support this progression, to aid in this movement and ensure that the west fully supports those who are active participants in their community.

connectwest's mission is to increase connection, collaboration and shared learnings between community leaders and volunteer groups.

connectwest recognises all leaders; those that have gone through formal leadership, governance or champion programs and people active in their community. Community empowerment and leadership are well recognised as key contributors to change within complex systems. These qualities are vital in strengthening community health and wellbeing. This includes highlighting the important role of community and co-design in achieving broader strategic objectives. connectwest also operates under the auspices of HealthWest Partnership.

### Functions and responsibilities of connectwest:

- Organisational development - identify, source and develop activities to support community leaders (i.e. leadership training, coaching, skill-based workshops)
- Advocacy and promotions - actively promoting connectwest on a range of platforms and utilising individual networks (i.e. direct marketing, social media, promotional material and word-of-mouth) to build its reach within the community
- Resources - Research, develop and distribute resources for the purpose of improving community skills (e.g. infographics, newsletters, blogs)
- Operations - connectwest board meetings (i.e. record agenda and minutes to record discussions and decision making)
- Events - coordinate events (i.e. developing invitations and taking RSVPs, printing materials, developing agendas, booking venues and booking catering)



## Position Overview:

Our Website Officer will support connectwest through two main channels:

- Support connectwest committee to develop and implement communications strategy.
- Work with developer to build and maintain the connectwest website.
- Work with connectwest's Communications Officer to help with promotional, social media and website content.

## Key Selection Criteria:

### ESSENTIAL

#### Knowledge and Skills

- Computer literacy including demonstrated experience using Microsoft Office, WordPress and MailChimp within a communications role.
- Experience in building and monitoring websites.

#### Personal Qualities

- Interpersonal skills and ability to contribute to a supportive and effective team environment.
- Demonstrated ability to be self-motivated and resourceful in order to achieve agreed outcomes.

### DESIRABLE

- Familiarity with the not-for-profit or health sectors.
- Familiarity with the western metropolitan region of Melbourne.
- Current drivers licence, and willingness to travel within the region.



## Accountability:

The Website Officer reports to the connectwest committee.  
The Website Officer has no direct reports.

## How to Apply:

Applications should be emailed to Helen Scudamore at [helen.scudamore@healthwest.org.au](mailto:helen.scudamore@healthwest.org.au) by **5pm Friday 6th July**.

Applications must include:

- A short cover letter (1-2 pages) addressing the key selection criteria.
- A current resume.

## More Information:

For more information or to discuss the position, please contact:

Helen Scudamore  
Email: [helen.scudamore@healthwest.org.au](mailto:helen.scudamore@healthwest.org.au)  
Phone: (03) 9248 9662

"To think, do and act in support  
of community leaders"

