Communications Coordinator November 2023

Brief Role Description

Issues SIRA News to the membership when necessary. SIRA News editions include, but is not limited to the following:

- NBC communications such as road works, provision of services, and other developments;
- Ausgrid notices of outages and road closures
- SIRAC notifications of meetings, decisions, and developments;
- SIRA Subcommittee communications re decisions, developments, and events
- RFS notifications of fire issues
- Community requested notifications such as community events or programs

Liaises with members of SIRAC and/or residents to arrive at agreed messaging and to ensure accuracy in messaging.

Upload documents to Scotland Island Community Website related to SIRA News contents when links need to be published urgently.

Make decisions about whether further consultation is required on sensitive notices and send drafts to the Communications Subcommittee members for advice/editing/consultation.

Liaise with PON editor when needed to provide information or prevent duplication.

Relay replies received to communications@sira.org.au regarding SIRA News to the relevant SIRAC member, or reply to replies when possible.

When on leave or otherwise unable to perform the duties above, liaise with IT Manager to send out SIRA News.

When leaving the role, train successor in operation of Wild Apricot messaging technology and in uploading documents to Scotland Island Community Website using WordPress.

Detailed Role Description

Edits requested messaging when needed (e.g. when drafts are supplied)

Provides drafts of SIRA News to issuing Subcommittee Team Leaders when relevant to message and negotiates on appropriate wording.

Creates (by screenshots) of images not provided in jpg, tiff or png format.
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Uploads relevant images to accompany SIRA News to the Wild Apricot image library.

Send tests to self of all SIRA News and test all links, QR codes etc before issuing to membership.

Adheres to the SIRA Community Engagement and Communications Charter.