

Position Description – Communication Coordinator

Position Title	XX COI Communication Coordinator	
Organisation	Australian College of Nursing	
Hours and days required per week	3 hours per week (average)	
ACN contact	Engagement Coordinator	
Role overview and purpose	To take a leadership role in creating and facilitating opportunities for members to engage virtually with each other and to enhance the communication within and outside the COI	
	Key responsibilities	Expectations
	Support the Chair and Deputy Chair in communicating with COI members	
	Advise ACN team on ideas and supports required to improve engagement within the COI	
	Raise the profile of the COI through regular communication to its members, thereby strengthening the relevancy of membership to their professional practice. Post relevant blogs, discussions wikis and resources.	
	Provide members of the COI with relevant information and encourage discussion on the online platform	An active platform with fortnightly contributions to resources, blogs or discussions
	Moderate the COI online discussion forum and encourage involvement	
	Encourage members of the COI to actively use the MyACN portal	Increase in the utilisation of MyACN portal by members by 20% annually
	Constantly review the features of the COI platform & MyACN portal and advise ACN on how to improve its features	
	Track the effectiveness of the online engagement platform by members of the COI	
	Coordinate and disseminate all internal and external communication within the COI	Minimum quarterly planned newsletters/promotion of CPD events
	Work with the ACN engagement team and Secretariat Support to ensure the most updated list of COI members is used for communications	
	Report administratively to ACN in the absence of the Chair or Deputy Chair	
	Respond to correspondence from ACN and COI members. Respond to emails as soon as possible.	
	Support ACN in promoting its events	
	Represent ACN when required	
Skills, experience and attributes	<ul style="list-style-type: none"> • Self-motivated • Excellent IT skills and tech savvy • Knowledge of contemporary issues in nursing and health care • Understanding of the role and functions of COIs • High level written and verbal communication skills • Ability to initiate discussions and navigate the group through a healthy discussion 	
Benefits for the Communication Coordinator	<ul style="list-style-type: none"> • Opportunity to lead an inspired group of professionals who are associated with an internationally acknowledged organisation • Invitations to exclusive ACN events • Each Group member is entitled to a 20% discount on ACN's National Nursing Forum (NNF) registration fee annually when the KPIs are met • Group members are provided with an ACN email account for COI-related use • Representation and leadership opportunities with or on behalf of the CEO • Professional profiling in ACN publications and on ACN website 	