

# DRAFT JOB DESCRIPTION

<b>JOB TITLE:</b>	Editor and publications coordinator
<b>DEPARTMENT:</b>	Communications
<b>JOB HOLDER:</b>	
<b>REPORTS TO :</b>	Managing editor

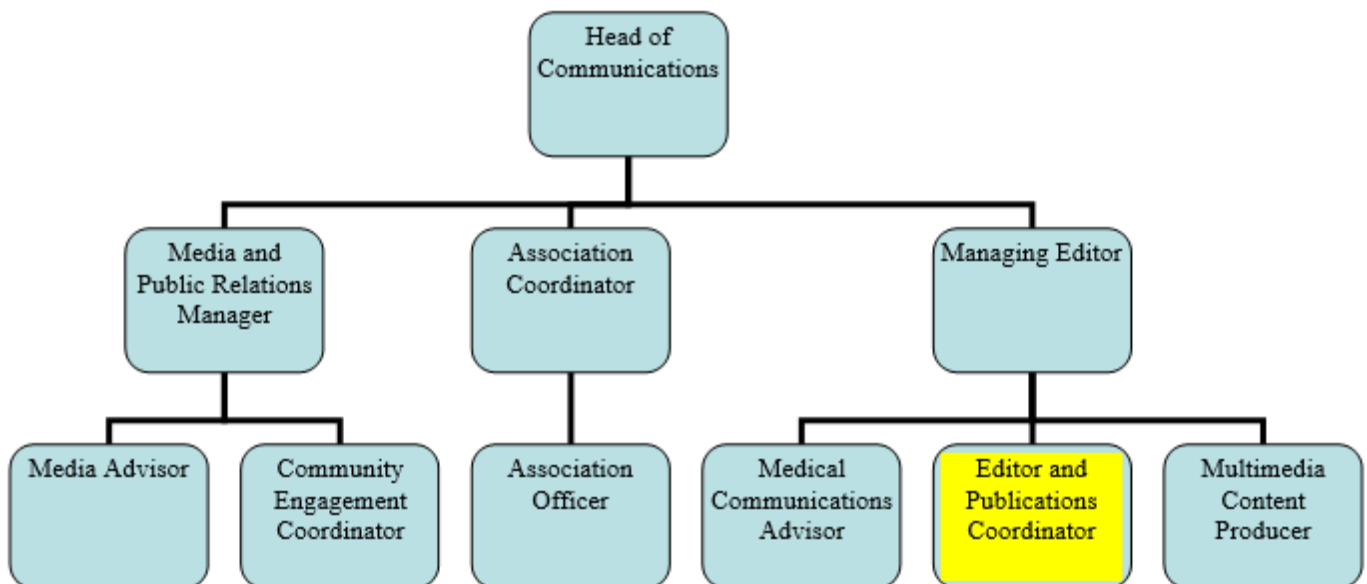
## JOB PURPOSE

The Editor and Publications Coordinator takes overall responsibility for planning and producing publications and contributes to content campaigns for MSF Australia. The purpose of the role is to communicate MSF's medical humanitarian action to audiences in Australia and New Zealand, and throughout the movement, to grow engagement and trust with supporters in order to strengthen our advocacy, awareness, fundraising, and recruitment work, so we can continue to deliver high quality care to people who need it.

## DIMENSIONS

MSF currently produces four (quarterly) donor publications for Australian and New Zealand audiences per year, as well as one annual report, several four-page impact reports and additional ad hoc publications. The editor will also collaborate with other teams to produce content as required.

## ORGANISATIONAL STRUCTURE



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## CONTEXT

- Reporting to the Managing Editor
- A member of the Editorial team, within the wider Communications team under the head of comms, which sits in the Engagement team, led by Director of Engagement
- Collaborating closely with other teams including Fundraising and Digital, as well as the Programs Unit, Medical Unit, and IHR
- Networking with other editors internationally and communications departments in operational centres and other partner sections

## ACCOUNTABILITIES

- Manage the production of MSF Australia's key publications including the annual report, and donor magazine (*The Pulse*). This includes coordinating editorial meetings, writing or commissioning content, editing, managing the design and approvals process.
- Develop and implement the publications strategy in line with the organisation's objectives, including a digital strategy; and manage the publications budget in consultation with the managing editor.
- Collaborate in the development of other publications and content campaigns as required, including those related to advocacy and programs, such as the Climate Emergency Report, and our medical priorities of women's and children's health.
- Support fundraising colleagues (philanthropy) with sourcing content, framing and image selection for impact reports, proposals and publications according to a schedule.
- Identify communications opportunities through briefing and debriefing of field staff, and produce profiles/stories for website and other channels, to support recruitment.
- Provide editorial support to the MSF Australia communications team and international colleagues as needed, through the List\_Editors group.
- Actively participate in and take turns to host regular content meetings and give operational updates in all-staff meetings to ensure engagement team content is used effectively.
- Support the coordination, development and implementation of operational communication projects including field visits when necessary.
- Actively champion MSF's DEI principles and embed our guidelines and frameworks within the organisation through publications and content and at key engagement opportunities.
- Assist the managing editor with editorial reviews as required.
- Support coordination of brand research and strategy work.

## KEY PERFORMANCE INDICATORS

- Four high quality issues of *The Pulse* delivered on time and on budget.
- Strong relationships with colleagues and stakeholders through a collaborative approach to delivering a high-quality annual report and other publications.
- Consistent use and promotion of MSF style, brand and DEI guides across all work.
- Strong contribution to the comms team through alignment to objectives, input on publications strategy, planning and participation in meetings and activities.

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## **CHALLENGE & CREATIVITY / DECISION-MAKING**

- Decisions: Which projects and themes to feature in publications when we receive so much material from operational comms colleague all over the world; which themes to highlight when there are so many priorities.
- Challenges: Achieving consistency across all communications materials when much of our source material contains inconsistencies.
- Navigating complex and challenging medical and humanitarian themes in editorial content; maintaining a balance between accuracy/integrity and need to be accessible and appealing.
- On a personal level, maintaining a healthy outlook while working with what is sometimes confronting material.

## **KNOWLEDGE, SKILLS & EXPERIENCE**

- Outstanding writing and editing skills
- Degree or other tertiary qualification in communications, journalism or related field
- Magazine, newspaper, print publication experience or understanding of production processes
- Excellent organisation and time management skills to deal with multiple concurrent deadlines and competing priorities
- Strong interpersonal skills with proven ability to liaise respectfully and effectively with a broad range of internal and external stakeholders
- Experience in a similar role, such as in the communications department of a private, public or not-for-profit organisation or in journalism
- Project management skills will be well regarded.
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## **COMPETENCIES**

- Commitment to MSF Australia's vision and principles
- Commitment to DEI principles
- Acts with integrity, honesty and credibility
- Tactful and adaptable
- Open, friendly and approachable
- Lead by example. In MSF- Australia, the following five values form the foundations of our culture: **T**ransparency, **R**espect, **U**nderstanding of Diversity, **S**tepping In and Collabora**T**ion. Your behaviours and actions are expected to consistently reinforce these values

<b>DATE:</b>	
<b>Signed: (Job Holder)</b>	
<b>Signed: (Manager / Director)</b>	