

Communications position description

Tasks include:

- Liaising with the Coordinator and committee to plan the newsletter topics
- Liaising with Memberships Coordinator to ensure list of members in MailChimp is current
- Create a monthly member newsletter following each meeting using MAILCHIMP. Source or write all content. Always seek permission of the woman/photographer before sharing birth images
- Follow closely all news relating to Homebirth to ensure we are current and share homebirth in the media information with editor as necessary
- Submit all newsletters to HBA Coordinator for approval.
- Attend monthly committee meetings
- 1 year commitment to role
- Keep in regular contact and liaise with committee via HBA committee facebook group, monthly meeting or email
- Agreement to transition incoming committee member to new role over a number of months if required

Reporting Requirements

- Report on activity at each monthly committee meeting (via zoom)

Qualities and skills required

- Good communication and interpersonal skills
- Well organised and an eye for detail
- Great teamwork
- Ability to write in a compelling way, to keep the audience engaged
- Good computer skills and an artistic flair for colour coordination and layout
- Passion for homebirth

Time commitment required

The role of Communications Coordinator requires an estimated commitment of 3-4 hours per month.