

*Office of the CEO*  
**COMMUNICATIONS AND MARKETING OFFICER**  
*50 Hours per fortnight & 0.65 FTE*  
*Ongoing*

**The Position**

The successful applicant will support the CEO and Communications and Marketing Officer in enhancing our brand and message. The role also works closely with the Health Promotion unit and has connection to all BCHS teams to ensure accurate documentation, presentation, and promotion of BCHS and its work.

The successful candidate has a broad workload, with an opportunity to engage with diverse teams and communities, allowing you to meet and connect with people from different backgrounds and circumstances.

This position is ideal for a person who is seeking an opportunity to work in an interesting and varied role. It will suit someone with flair and creativity, with a strong interest in health and wellbeing, social justice and achieving a more equitable society.

The successful candidate will have experience in journalism, media, public relations and/or marketing use of social media platforms, writing and communications.

**About the Team**

Bendigo Community Health Services provides community-based services to support the wellbeing of the community; and actively promotes positive health outcomes across the region. BCHS also advocates with others to ensure that government policy improves the lives of people who face disadvantage.

**About Bendigo Community Health Services**

BCHS has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 280 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Salary packaging
- Purchasing leave
- Study assistance
- Training programs
- Novated leasing
- Access to Fitness Passport



**To successfully apply for this position, you will need:**

**Key Selection Criteria**

1. Experience and skills in one or more of the following: journalism, media, public relations and/or marketing.
2. Excellent writing and editing skills.
3. Experience with digital storytelling.
4. Experience of social media platforms such as Facebook, Twitter, Instagram, and YouTube, and accompanying scheduling and management tools.
5. Ability to work cooperatively and collaboratively with a diverse range of people.
6. Ability to generate new ideas, solve problems and work autonomously on an agreed agenda within agreed timelines.
7. Ability to work in a changing work environment while maintaining focus and attention to detail.
8. Strong attention to detail.
9. A current employee Working with Children Check and Driver's Licence.
10. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

**Desirable**

1. Tertiary qualifications in a relevant discipline.
2. Demonstrated ability to develop partnership and stakeholder relationships relevant to the community sector.
3. Experience in using social media analytics tools to measure and improve engagement and reach.
4. Experience with email marketing platforms and CRM.
5. Understanding of Equal Employment Opportunity and Occupational Health and Safety Principles.

For further information about the position contact Mandy Hutchinson, CEO on 0418 364 799.

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to [recruitment@bchs.com.au](mailto:recruitment@bchs.com.au) by 10pm Monday, 5 May 2025,

*Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.*

*Applications will be acknowledged upon receipt. Applicants are requested to contact People and Culture on telephone 5406 1227 if an automatic acknowledgement has not been received.*