

## POSITION DESCRIPTION

### SUB-EDITOR

Job Title	<b>Sub-editor</b>
Team	CMS-A Communications
Reports to	Communications and Operations Manager
Key relationships	Communications staff, Regional Mission Directors, Missionaries
Direct Reports	Nil
Overall Purpose	To communicate the CMS Vision and provide support to the CMS-A Communications team and branches in producing printed and digital resources.

#### Specific accountabilities

Specific accountabilities are the outcomes that you are required to produce. They describe **why** your job exists.

<b>Accountabilities</b>
Contributes to effective communications by producing <b>written materials</b> according to the CMS-A publications schedule and job requests by branches, in close collaboration with CMS-A communications staff.
Contributes to effective communications across CMS by <b>working collegially</b> with senior staff, CMS-A communications staff, branch communications staff and CMS missionaries, completing tasks in a timely, professional and thorough manner.
Contributes to the <b>production, maintenance and delivery</b> of engaging, modern and high-quality print and electronic resources by researching, writing and formatting materials consistent with the CMS style guide.
Ensures <b>confidentiality</b> when dealing with missionary communication as and where required.
Contributes to the <b>effective communications</b> of others by assisting branches and missionaries with their communications.
Contributes to the development of the <b>safety</b> culture by keeping their workplace safe, clean and tidy, complying with site/ service safety rules, reporting hazards, incidents, near misses and injuries to their supervisor/ manager, participating in workplace consultation activities, and actively participating in all other safety activities as prescribed in CMS procedures.

#### Education and experience

<ul style="list-style-type: none"> <li>• <b>Education</b> – Bachelor’s degree or equivalent experience – in a communications-related discipline (or currently completing)</li> <li>• <b>Experience</b> – Writing printed and online articles, working within a team environment.</li> <li>• <b>Skills</b> – Interpersonal, written and verbal communications skills, with ability to gather, synthesise, write and edit for a variety of audiences; able to work independently and as part of a team; helpful and professional customer service skills; time management skills; and strong computer skills.</li> <li>• <b>Other</b> – Must be willing to undergo a ‘Working with Children’ check.</li> </ul>
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#### Values

It is a requirement of this position that the incumbent will live and display a commitment with the Christian principles espoused and promoted by CMS-A and abide by the CMS Code of Conduct.
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#### Changes to this position description

Your responsibilities also extend to any tasks outlined on a duties list, or any tasks delegated to you by your manager/ supervisor, provided that those new job requirements are safe, efficient, logical and legal.
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Approved
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