

POSITION DESCRIPTION

EDITOR

Job Title	Editor
Team	CMS-A Communications
Reports to	Communications and Operations Manager
Key relationships	CMS-A Senior Staff, Communications Team, Missionaries
Direct reports	Nil
Overall purpose	Ensures effective communication through printed and digital resources that help to educate the Australian Church in its responsibility to proclaim the Gospel of Christ throughout the world in fellowship with local churches.

Specific accountabilities

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

Accountabilities
Contributes to effective communications by producing high quality written and digital materials, according to the CMS-A publications schedule and style guide, undertaking research, writing and editing materials.
Work in close collaboration with Regional Mission Directors, Missionaries and Communications staff, completing tasks in a timely, professional and thorough manner.
In partnership with the Communications and Operations Manager, contribute to the development and implementation of a website content strategy by engaging stakeholders across the CMS fellowship to increase engagement.
Ensures professionalism in communications , and confidentiality as and where required, providing direction, assistance, support and training to others across CMS when required.
Ensures ongoing self-development to keep abreast of leading practice for written & digital communications and publications.
Contributes to the smooth running of CMS-A , by sharing in office responsibilities, including maintaining information and records in the CMS-A information systems, and making sure a professional image is projected and that service standards are maintained.
Contributes to the development of the safety 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

Qualification – Degree or Diploma in Journalism, Communications or other appropriate discipline. Experience – working with publications in a team environment Skills – Exceptional interpersonal, written & verbal communications skills, with ability to gather, synthesize, 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.
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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.

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.

APPROVED