

POSITION DESCRIPTION

Communications Coordinator

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| Incumbent: Vacant | Job title: Communications Coordinator |
| Reporting to: Communications and Marketing Lead | Department: Advocacy & Communications |
| Banding level: 3 | Employment Status: Full Time |
| Direct Reports: Nil | Date: August 2025 |

Our Organisation

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) is the leading standards body responsible for the training and education of specialists and GP obstetricians in obstetrics and gynaecology in Australia and New Zealand.

RANZCOG is committed to the establishment and maintenance of the highest possible standards of practice in women's health and provides accredited training programs and continuing professional development (CPD) that are responsive to the evolving health care needs of women.

RANZCOG supports research into women's health and act as an advocate for women's healthcare by forging productive relationships with individuals, the community and professional organisations, both locally and internationally.

Our Values

RANZCOG Staff are expected to uphold our Staff Values:

- **Advocacy** – We are a leading voice for equity, social justice, policy and fairness.
- **Education** – We embrace the opportunity to learn, share knowledge and experience through innovation, discovery, and research.
- **Excellence** – We are committed to performance at the highest standard, in our work, training, research and support.
- **Integrity** – We act honestly, ethically and with accountability with everyone, and in everything we do.
- **Kindness** – We act with compassion and care towards ourselves, and one another.
- **Respect** – We expect, and promote, inclusivity, valuing individual rights, beliefs and choices.

The Team

Purpose of role

The Communications and Marketing Coordinator plays a key role in supporting the College's communications, marketing, and publications functions. The role is responsible for helping to deliver high-quality content and campaigns that engage members, promote College initiatives, and strengthen RANZCOG's reputation as a trusted leader in women's health. Working closely with the Communications and Marketing Lead, this position will coordinate a variety of projects, including the production and promotion of the College's podcast, the development of internal print and digital publications, and the delivery of multi-channel communications. The coordinator will work collaboratively with internal teams, external contributors, and other partners to ensure content is compelling, and aligned with the College's strategic goals.

Key responsibilities

- Support the Communications and Marketing Lead with executing communications and marketing activities to promote a variety of initiatives across the College.
- Contribute to the development and implementation of RANZCOG's organisational communications and marketing strategy, as well as plans and project-specific campaigns that support various initiatives throughout the year.
- Working collaboratively with other internal stakeholders, support production and promotion of RANZCOG's podcast, including:
 - Assist in researching, developing, and refining episode themes, topics, and guest line-ups.
 - Prepare scripts, briefing notes, production assets, and other written materials for hosts and guests.
 - Support recording logistics.
 - Oversee the editing process (working directly with audio engineer, editors or doing basic editing if required).
 - Develop promotional assets (for example social media snippets and show notes).
 - Manage distribution schedule and upload episodes across podcast platforms and RANZCOG's channels.
 - Facilitate effective communication with websites team to ensure smooth and timely publication of new episodes.
 - Track performance analytics and provide insights to improve reach and engagement.
- Assist in the end-to-end production of RANZCOG's print and digital publications, including the College's reports, *O&G Magazine*, *ANZIOG*, and the *Journal Article Summary Service (JASS)*.
 - Coordinate editorial workflows ensuring timelines are met.
 - In collaboration with subject matter experts, support development and execution of content plans which drive member engagement with publications.
 - Support copywriting and editing, proofreading, and fact-checking processes to maintain consistency, accuracy, and adherence to style guidelines.
 - Liaise with contributing authors, editors, and collaborators to resolve queries and manage revisions.
 - Support the preparation and layout of content for both print and digital formats, including coordinating with design and websites teams.
 - Review draft layouts for accuracy, readability, and visual consistency.
 - Promote publications across relevant channels.
- Liaise with external advertisers and agencies to coordinate advertising across RANZCOG's publications and manage the seamless handover of advertising collateral between communications, design, web, and production teams.

- Develop clear, compelling copy for a variety of channels including social media, EDMs, newsletters, press releases, speeches, web articles, brochures, reports, presentations, and publications.
- On occasion, support media outreach, the delivery of email marketing and social media management.
- Attend and provide communications support for major events.
- Other responsibilities as delegated by the Communications and Marketing Lead, within the scope of this position.

Key Selection Criteria

The ideal candidate will have:

- 4+ years' experience in a marketing and/ or communications role with a focus on long-form copywriting.
- Experience in editing and production of publications highly desirable.
- Knowledge of editorial standards and outstanding attention to detail.
- Exceptional writing and editing skills including proofing and plain English business writing.
- The ability to grasp and communicate complex (and often clinical) concepts in a simple manner.
- Comfortable with using products in the Adobe Creative Suite (InDesign experience essential, Premiere Pro an asset).
- Experience with podcast production and promotion considered an asset.
- Proven ability to work collaboratively in a fast paced, team environment.
- Excellent time management skills with the ability to multitask, prioritise and meet conflicting deadlines.
- Demonstrated interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups.
- A positive and flexible attitude to workplace responsibilities.
- Familiarity with health issues and an understanding of the women's health environment in Australia and New Zealand.
- Demonstrated behaviour consistent with our organisational values and a commitment to diversity and inclusion.

This role requires some out of hours work and occasional travel within Australia and New Zealand. The College offers time off in lieu and flexible working arrangements at times when out of hours work is required.

Qualifications and Experience

As an ideal candidate you will have completed:

- An appropriate tertiary qualification in Marketing/ Communications/ Journalism or a related field.

Work Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Declaration

I, _____ acknowledge that I have read and understood the POSITION
TITLE Position Description.

I accept that the Position Description may be subject to amendments and updating periodically due to
organisational requirements.

Employee: _____(signature) Date: _____