



National Centre of Excellence
for Complex Trauma

Newsletter Editor

Blue Knot Foundation's Newsletter Editor is an important communications role in the organisation. The role is responsible for 2 publications – Breaking Free (10 issues per year) and Blue Knot Review, produced quarterly. The first is aimed at adult survivors of childhood trauma, their supporters and the general community. The second is aimed at professionals working in the complex trauma field.

The role also requires stable internet access.

This is a contract position commencing 1 January 2019 for twelve (12) months.

1. RESPONSIBILITIES

- Find and commission contributions (e.g. articles, stories, events, publications) for the newsletter
- Follow up leads for potential article including collating all material sent by email to newsletter@blutknot.org.au
- Manage production schedules and timelines – your own and those of regular contributors to ensure deadlines are met
- Develop editorial plan for approval
- Compile and edit/proofread all contributions
- Source/select images as needed, ensuring copyright is cleared and acknowledged
- Editorial and content for each issue
- Source and prepare original content as agreed in the editorial plans
- Ability to prepare appropriate versions of both newsletters
- Ensure review of content for both publication by identified parties prior to final release
- Liaise with Marketing Coordinator regarding amendments, structure and delivery of newsletters
- Final proofreading and authorisation for print delivery

2. ESSENTIAL SKILLS

- Well-developed editing and writing experience
- Excellent command of written English
- Standard computer skills and knowledge of various digital media
- Demonstrated attention to detail and creative ability
- Self-motivated, organised, good time management
- Able to maintain confidentiality

3. DESIRABLE SKILLS

- Experience working in complex trauma, mental health, sexual assault or domestic violence sectors
- Trauma-informed literacy
- NGO experience

Reporting to Deputy CEO

president

Dr Cathy Kezelman AM

patron

Thomas Keneally AO

ABN 49 072 260 005

ambassadors

Jane Caro

Rose Parker

Christine Foster

Detective Chief Inspector Peter Fox

blue knot helpline 1300 657 380

education & training

information & resources

advocacy & health promotion

other services

contact

T 02 8920 3611

E admin@blueknot.org.au

W blueknot.org.au

PO Box 597 Milsons Point NSW 1565