CIVIC

Job Description

Our vision is **"*Human Potential, Realised*".**

Civic Disability Services is a not-for-profit organisation that provides services to individuals with intellectual and psychosocial disability. We aim to create a society where people have the opportunity to realise their full potential, achieve their goals and participate as a valued member of the community.

Role: **Researcher/ Writer**

Reporting: The role reports to the Marketing and Partnerships Leader

Direct Reports: Nil

Objective:

The key objectives of the role are to:

1. Conduct strategic research across a variety of focus areas;
2. Participate in the design, development and execution of research deliverables;
3. Provide high quality, evidence-based, referenced documentation.

Duties and responsibilities:

1. Research, design, plan and write disability and social impact focused content including grant applications, tenders, proposals and other documentation
2. Actively participate in briefings, workshops and activities with subject matter experts on specific subject areas and assignments
3. Work collaboratively with the Marketing and Communications team to interpret a brief and perform content gap analysis on information provided
4. Deliver compelling proposals that meet the parameters of the source document within agreed timeframes
5. Conduct in-depth evidence based research and maintain a library on key topic areas
6. Ensure a consistent application of Civic's brand and tone of voice
7. Foster and maintain positive relationships with stakeholders contributing to the direction of Civic's strategic initiatives

Essential Criteria

- Minimum degree qualified with incredible research and analytical skills
- A broad understanding of the community services or health sectors, public policy, social impact, and/or health promotion
- The ability to understand content and interpret it for the audience in a compelling way
- The ability to identify connections across content sources to develop a strong evidence-based argument
- Ability to work autonomously