



## Position Description

<b>Job Title:</b>	<b>Technical Writer</b>
<b>Reports to:</b>	<b>Marketing and Communications Manager</b>
<b>Team:</b>	<b>Marketing</b>
<b>Location:</b>	<b>Victorian Scout Centre, Mount Waverley</b>
<b>Award and Level:</b>	<b>Award Free</b>
<b>Employment Type:</b>	<b>Fix Term Contract, Full time</b>
<b>Position Description Approved By:</b>	<b>Executive Manager</b>

## Role Purpose:

Scouts is a worldwide movement that has shaped the development of youth and adults for more than 100 years. Scouts are in every part of our community and Scouts is the biggest and most successful youth organisation in Australia. More than 25,000 boys, girls, and adults in Victoria enjoy a huge range of activities. Scouting is diverse and inclusive, and welcomes all, regardless of race, faith, ability, gender, or orientation.

The aim of Scouting is to encourage the physical, intellectual, emotional, social, and spiritual development of young people so they may play a constructive role in society as responsible citizens and as members of their local and international communities. This is achieved through a strong and active program that inspires young people to do their best and to always be prepared.

The Role of the technical writer is to ensure internal and external documentations meet the organisational requirements including branding and is written in with the end user in mind. This role will support a number of head office and volunteer departments to ensure all written documentation is of professional level.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

## Key Responsibilities:

- Develop comprehensive documentation that meets Scouts Victoria's branding and standards requirement.
- Deliver Projects in our Marketing, Fundraising, Facilities' and Memberships spaces as well as other project as required.
- Develop and maintain strong professional relationships with volunteer stakeholders at all levels of the organization.
- Obtain a deep understanding of scouting to translate complex information into simple, polished, and engaging content.
- Write user-friendly content that meets the needs of the target audience, turning insights language that sets our users up for success.
- Evaluate current content and develop innovative approaches for improvement
- Research, outline, write, and edit new and existing content, working closely with various departments to understand project requirements



- Maintain Document Version control.
- Independently gather information from subject matter experts to develop, organize, and write easy to understand procedure manuals, marketing material, tender and process documentation
- Research, create, and maintain information architecture templates that uphold organizational and legal standards, and allow for easy data migration
- Develop content in alternative media forms for maximum usability, with a consistent and cohesive feel across all documentation

**Work Experience Requirements:**

- Industry experience as an effective technical writer is desirable
- Scouting experience will be looked on favourably
- Proven ability to quickly learn and understand complex topics
- Previous experience writing documentation and procedural materials for multiple audiences
- Superior written and verbal communication skills, with a keen eye for detail

**Education Requirements:**

- Tertiary qualification

**Inherent Requirements for the Role:**

This positions requires the staff member to:

- Spend extended time periods sitting and using office equipment and computers
- Spend extended time periods liaising with clients on the telephone and in person in a clear and professional manner
- Ability to communicate effectively with staff, volunteers, customers, and suppliers
- Access filing cabinets on a regular basis (occasionally bending is required)
- Satisfactory adherence to the Scouts Australia Code of Conduct for Adults in Scouting
- Satisfactory Police Check
- Valid Working with Children Check Card

**KPI's:**

- Timely production of written material
- Effective document scoping
- Implementation and maintenance of version control and document library





**Agreement:**

I have discussed the requirements of the position with my manager and received a copy.  
The statements contained in this position description reflect general details as necessary to describe the principle functions of this job. It should not be considered as all-inclusive list of works. Individuals may perform other duties as required

Signature and Date:

