



Position Description: Landcare ACT Communications Officer

Title of the role:	Communications Officer
Hours:	20 hours per week (0.53 FTE)
Remuneration:	\$74,000 - \$ 82,000 FTE
Contract Period:	August 2021 - June 2022, with likely extension.
Location:	Canberra, ACT
Reports to:	CEO
Last revised:	July 2021

The Landcare ACT Communications Officer is responsible for coordinating the development and delivery of communications products for Landcare ACT.

About Landcare ACT

Landcare ACT is the peak body for Landcare in the ACT region. We work with members to represent, support and promote the over 60 community groups who help look after urban parklands, rural areas, nature reserves and waterways of the ACT Region.

Landcare ACT serves and is supported by its foundation member bodies, including the three Landcare Networks in the ACT (Southern ACT Catchment Group; Ginninderra Catchment Group; Molonglo Conservation Group) as well as Buru-Ngunawal Aboriginal Corporation and the Rural Landholders Association. Landcare ACT is a not-for-profit company with a skill-based Board of Directors, supported by member representatives on the Members Council.

Landcare ACT is part of the National Landcare Network (NLN) along with the landcare peak bodies from each State and Territory. The role of LACT is established under a Constitution, with activities guided by a Strategic Plan.

Roles and responsibilities of the Communications Officer Position

Reporting to the CEO, the Communications Officer will coordinate the development and delivery of communications products for Landcare ACT.

Duties

- Support and promote communication needs in a timely manner, including
 - Develop and deliver website and social media priority products
 - Draft and produce publications, including newsletters, annual reports and other documents as required.
- Coordinate with member Communications Officers and partner Media Advisors to profile the value and role of Landcare in the ACT
- Develop positive working relationships with with journalists, including through developing and distributing press and coordinating media events
- Create and deliver multi-media and digital content for website and social media products, as appropriate
- Respond to communications needs of the organisation, as directed
- Other duties as directed by the CEO.

Landcare ACT has flexible work arrangements. This is a work from home position and equipment will be provided by the incumbent.

Selection Criteria

Essential:

1. Demonstrated skills in developing and using communication products and platforms to achieve organisational goals, including content development for social media platforms, websites, and newsletters
2. Ability to work collaboratively and flexibly in a team to deliver tight timelines
3. Strong written and verbal communication skills, including ability to develop positive working relationships and prepare documents for various audiences and purposes.
4. Demonstrated ability in engaging with media, including ability to prepare media releases
5. Interest in community-based environmental management

Desirable:

1. An understanding of community environmental management in the ACT
2. Tertiary qualifications or equivalent experience in Communications, Environmental Management, or related discipline

Applications close 5pm Tuesday 3rd August 2022. Applications to include resume and responses to above selection criteria and referee details. Please send to ceo@landcareact.org.au.

For more information contact Karissa Preuss: 0412 206 491
ceo@landcareact.org.au