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## Communications Manager (Part Time 0.4EFT)

The Inner North Community Foundation seeks a passionate person with a strong commitment to Melbourne's Inner North to fill a newly created role.

This is a fixed term, part time role, 2 days a week (15.2 hours) for an initial 12 month period.

### Background

The Foundation is an independent community foundation based in Melbourne's Inner North. We manage philanthropic dollars to provide funds for projects that create prosperous, connected, and cohesive communities in Melbourne's Inner North.

To fulfill on this vision the Foundation:

- invests in local not for profit organisations through grants and other support;
- connects donors to local community groups by managing a donor network for people to contribute by way of small and large donations; and
- builds partnerships to expand community leadership across the region.

Since inception in 2017, the Inner North Community Foundation has distributed grants of over \$7 million to over 300 local community organisations.

The Inner North Community Foundation team connects to a breadth of activity that makes our place great. People bring their skills and understanding of our local community, and we are better off from their contributions of skills, experience and networks.

### Communications Manager

This role has been created to strengthen the Foundation's communications function as the organisation grows. It will help build the structure, systems and business processes needed to identify, develop and share stories that show the impact of community philanthropy across Melbourne's Inner North. There is recognition that the role is part-time, and that not all responsibilities will be worked on each week.

This position supports the Foundation by coordinating storytelling across key channels, including the website, newsletters, social media, donor communications, grant reporting and stakeholder updates.

Working closely with the Executive Officer and broader Foundation team, the Communications Manager will enhance the Foundations brand and reputation by maintaining clear communications rhythm, strengthen content planning and approvals, and help celebrate northside success by sharing the people, organisations and partnerships that make the Inner North thrive.

#### Key responsibilities

##### Communications planning and coordination:

- Develop and maintain a practical communications calendar across newsletters, social media, website updates, donor communications, grant reporting and key organisational moments.

- Create simple processes for identifying, developing, approving and publishing stories across the Foundation's communication channels.
- Coordinate with the Executive Officer, Grants Manager and team members to keep communications planned, timely and aligned with organisational priorities.

**Storytelling, visual communication, and content development:**

- Identify and develop stories that celebrate northside success, including the work of local organisations, donors, volunteers, partners and grant recipients.
- Coordinate with volunteers and team to create engaging content about community philanthropy in Melbourne's Inner North.

**Channel management:**

- Coordinate regular updates across the Foundation's website, newsletters, social media, email campaigns and stakeholder communications.
- Adapt content for the right channel, audience and purpose while maintaining consistency of tone, language and presentation.
- Maintain key communication assets, including images, story notes, contact lists, templates and standard wording.

**Campaigns, events and moments:**

- Support communications for campaigns, grant rounds, events and donor engagement activities before, during and after key moments.
- Capture and share highlights, outcomes and follow-up stories from events, partnerships and grantmaking activity.

**Insights, reporting and continuous improvement:**

- Maintain simple records of communication activity and track useful measures such as stories shared, audience engagement and channel activity.
- Contribute communication insights to internal reviews, grant reporting, donor updates and board reporting where required.
- Recommend practical improvements to communication processes, templates, channels and storytelling approaches over time.

**Key Relationships:**

- Internal: Executive Officer, Grant Manager, Operations Manager, Volunteers, Board Members, Subcommittees
- External: Donors, Partners, Grantees, Community Stakeholders

**Skills & Experience:**

- Strong connection to, understanding of, or commitment to Melbourne's Inner North.
- 3 to 5 years experience in communications, storytelling, marketing, media, community engagement preferably in a not for profit organisation
- Strong writing, editing and content development skills, with the ability to adapt messages for different audiences and channels.

- Experience coordinating communications across websites, newsletters, social media, email campaigns, media/PR or stakeholder updates.
- Ability to develop practical communications processes, templates, plans and frameworks that support consistent and professional delivery.
- Strong interpersonal skills, with the ability to work respectfully with grantees, donors, volunteers, students, partners and local community stakeholders.
- Ability to coordinate others, manage priorities and work independently and efficiently in a very part-time role.
- Sound judgement, attention to detail and confidence managing approvals, permissions, sensitivities and brand consistency.

This role is initially a 12 month fixed term contract at 0.4 EFT, based on the SCHADS Award 5.1. This role is based at our Northcote premises and The Inner North Foundation supports flexible and work from home arrangements, wherever possible.

## Applications & Enquiries

Please address direct enquiries relating to this opportunity to the Ben Rodgers, Executive Officer on 0415731134 or [ben.rodgers@innernorthfoundation.org.au](mailto:ben.rodgers@innernorthfoundation.org.au). Please provide a CV direct to Ben and complete this form below based on the questions overleaf.

[Communication Manager Application Form – Fill out form](#)

Applications close **17 July 2026**

[Communication Manager Application Form – Fill out form](#)

**Attachment: Skills and Attributes Inner North Community Foundation – Communications Manager 2026**

<p>Please outline your experience establishing and coordinating communications, branding or storytelling across different channels, such as websites, newsletters, social media, media/PR or stakeholder updates.</p>	
<p>Please provide examples of how you have developed or improved communications processes, templates, content plans or frameworks to achieve organisational goals.</p>	
<p>How have you worked with stakeholders, volunteers or team members to gather stories, manage communication needs and support continuous improvement?</p>	
<p>Tell us about your connection to the Inner North (specifically the communities of Yarra and Darebin).</p>	
<p>Any other relevant skills and experience?</p>	
<p>Is there anything else we need to know?</p>	