

THE GREENS NSW	
Position title	Communications and Digital Officer
Salary	\$96,715 (Class 4.1) plus 13% superannuation
Location	Flexible Hybrid – Primarily based in our office in Camperdown, NSW
Position status	Full time, fixed term contract until 26 March 2027
Commencing	September 2026

About the Greens NSW	The Greens Party movement is based on the four pillars of social equity and economic justice, ecological sustainability, grassroots democracy, and peace, nonviolence and disarmament. Greens parties across the world share these same principles and values. In NSW we have seven Members of Parliament, two Senators in the Federal Parliament, and seventy local government Councillors.
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Key responsibilities	The Communications and Digital Officer will be responsible for implementing social media and digital advertising strategies for the 2027 State Election campaign. Key responsibilities will include: • Supporting the Communications Manager in execution of the communications strategy and day-to-day communications initiatives. • Providing rapid response engagement on digital platforms including Facebook, Instagram, X/Twitter, TikTok (hours may vary). • Assisting with development of social media short-form video content (primarily in Premiere Pro, CapCut, and/or natively on video platforms). • Monitoring social media trends and news for risk management and rapid response opportunities, escalating as necessary. • Supporting basic communications functions as needed, including preparing and sending e-blasts, and creating simple graphics in Canva when needed. • Assisting with management of communications infrastructure and assets. • Other duties as directed.
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Essential requirements	The Communications and Digital Officer must meet the following essential requirements: 1. A commitment to the Greens and to advancing Greens policies and principles. 2. Demonstrated ability to manage competing priorities and work to tight deadlines in a dynamic environment. 3. Demonstrated emotional intelligence, problem solving skills and resilience. 4. An understanding of the Greens and support for the party's principles, policies, and decision-making processes. 5. Strong social media skills and experience. Strong understanding of segmentation and target audiences. Experience with tools such as Canva preferred. 6. Skills in video editing for social media platforms and knowledge of best practices. 7. Experience in a political or progressive activist campaigning environment is a plus. 8. Essential: A current Working with Children Check or a willingness to obtain one in the first month of employment. Note: Occasional evening and weekend work and travel within NSW will be required. Any additional hours worked will be compensated through time off in lieu (TOIL). Successful candidates must not be a member of another political party. Desirable: 1. Previous experience of political campaigns. 2. Knowledge of state election issues. Successful candidates must not be a member of another political party.
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Key relationships	Communications Manager	Direct line manager. Day to day management of tasks. Escalate issues, keep informed, advise, and receive instructions.
	Campaign Manager	Escalate issues, keep informed, advise, and receive instructions.
	State Manager	Escalate issues, keep informed, advise, and receive instructions.
	Campaign team	Work collaboratively and inclusively by participating in meetings to share information, innovation, and best practice.
	Internal stakeholders	Work with others on the campaign to resolve issues and provide solutions to problems.

**Diversity,
Equity, and
Inclusion**

We are committed to building a diverse, inclusive, and equitable workplace where everyone feels valued, respected, and empowered to contribute. We welcome applications from people of all backgrounds, experiences, identities, and perspectives, including Aboriginal and Torres Strait Islander peoples, people with a disability, culturally and linguistically diverse people, LGBTQIA+ people, and people of all ages.

The Greens NSW office is an accessible workplace. Reasonable adjustments and flexible working arrangements are available to support individual needs.

**Work Health &
Safety**

You must take all reasonable care for yourself and others and comply with any reasonable instructions, policies and procedures relating to work health safety and wellbeing.