



Manager, Communications and Government Affairs

Overview

About ICMEC Australia

ICMEC Australia is an independent not-for-profit organisation whose mission is to support and strengthen the professionals who detect, disrupt, and prevent child sexual exploitation and abuse (CSEA). We undertake our mission through data-driven projects, specialist training, awareness raising, policy reform, and cross-sector collaboration. We work with law enforcement, government, not-for-profits, financial services, travel and tourism, technology, academia, and the broader corporate community to create a world where technology does not harm children.

Position details

- **Type:** Full-time
- **Contract:** Fixed term, 12-months
- **Type:** Hybrid/Remote
- **Location:** Sydney/Remote
- **Reporting manager:** Head of Government Affairs, Law Enforcement Outreach and Communications
- **Direct reports:** Coordinator, Government Affairs and Public Policy; Coordinator, Marketing and Communications
- **Remuneration:** In line with ICMEC Australia's Remuneration Framework, this is a Tier 4 position, and the salary ranges from AUD\$120,000 – AUD\$135,000.

Position description

Position purpose

The Manager, Communications and Government Affairs is responsible for the operational management and delivery of ICMEC Australia's communications activities, including marketing, content and media, alongside supporting the organisation's government affairs and policy work.

Working in the Government Affairs, Law Enforcement Outreach and Communications stream, the role leads and develops the Communications and Government Affairs team, coordinates policy and communications priorities, and supports effective government and stakeholder engagement.

Key responsibilities

General Manager Duties:

- Provide operational leadership and day-to-day management of the Communications and Government Affairs pillar, ensuring priorities, workplans and outputs align with organisational objectives and strategic direction.
- Provide leadership, guidance and support to the Communications and Government Affairs team, including task allocation, quality assurance, capability development and performance support.
- Translate organisational and executive priorities into clear, achievable operational plans, overseeing delivery to agreed standards and timelines.
- Apply sound judgement to manage competing priorities, emerging risks and sensitive matters within scope of responsibility.
- Oversee planning, coordination, monitoring and reporting of activities within the Communications and Government Affairs portfolio, identifying issues and implementing practical solutions.
- Manage competing and reactive priorities, ensuring new work is assessed against strategic value and available capacity.
- Contribute to cross-functional collaboration and provide position relief to the Head of Stream where required.

Marketing and Communications:

- Lead the development and implementation of ICMEC Australia's marketing and communications strategy and annual plan.
- Set and manage priorities across brand, digital channels, campaigns, website, social media, publications and organisational communications.
- Oversee communications activity across organisational programs and projects, working with internal teams to ensure messaging supports agreed objectives and stakeholder needs.
- Monitor communications performance, including reach, engagement, audience growth and campaign outcomes, using insights to inform continuous improvement.

Content, Media and Impact:

- Oversee the development and delivery of high-quality organisational content, including reports, publications, presentations, newsletters and impact materials.

- Coordinate media and public relations activities, including messaging, media enquiries, spokesperson preparation and proactive engagement opportunities.
- Ensure communications are accurate, evidence-based, accessible, culturally appropriate and trauma-informed.

Government Affairs and Public Policy:

- Oversee day-to-day government affairs and public policy activities, including policy monitoring, submissions, consultations and relevant legislative or regulatory developments.
- Coordinate the development of government briefs, policy research, submissions and advocacy materials, ensuring outputs are evidence-based and aligned with organisational priorities.
- Support the Head of Stream in government and parliamentary engagement, including preparation of briefing materials, policy research, stakeholder communications and follow-up activities or deliverables.
- Oversee delivery of priority government projects, advocacy initiatives and coalition activities, coordinating internal and external contributions as required.

Financial, Stakeholder and Cross-Stream Oversight:

- Monitor portfolio expenditure and resources requirements, working with the Operations team and Head of Stream to support effective allocation of resources.
- Maintain strong relationships with relevant government, media and sector stakeholders to support communications and government affairs activities.
- Ensure key stakeholder relationships, decisions, messaging and workplans are documented and organisationally held.
- Work closely with the Law Enforcement Outreach portfolio and other organisational teams to translate program evidence and insights into effective communications, government engagement and advocacy.
- Represent ICMEC Australia in relevant government, sector, media and stakeholder forums, supporting senior engagement led by the Head of Stream.
- Manage routine operational and stakeholder matters within delegated authority, escalating significant strategic, financial, reputational or stakeholder risks to the Head of Stream.

Skills and experience

- Relevant qualifications or comprehensive professional experience in communications, marketing, public relations, or a related field.
- Demonstrated communications experience across areas such as strategic messaging, content development, media, digital channels and campaigns.

- Knowledge or experience in government affairs, public policy, advocacy or government stakeholder engagement.
- Knowledge or experience using digital communication tools, website development platforms and digital design software.
- Excellent written and verbal communication skills, with the ability to advise and engage confidently with internal, external and senior stakeholders.
- Excellent stakeholder engagement and relationship-building skills, with a focus on collaboration.
- Well-developed organisational, planning and prioritisation skills, with the ability to oversee multiple, complex projects.
- Strong judgement and problem-solving skills, with the ability to assess risk, navigate sensitive issues and make sound decisions.
- Demonstrated experience managing and developing staff, including setting priorities, providing guidance and ensuring quality outputs.
- Strong alignment with ICMEC Australia's mission and values to protect children from exploitation and abuse.

How to Apply

Please submit:

- Your CV.
- A two-page pitch outlining why you are suited to the role, with particular reference to your experience leading communications functions, managing and developing a team, and your understanding of government affairs and public policy.

To Danielle Kelly via email, at the link below.

Applications close Friday, 2 October 2026.

[Apply here](#)