



Who is the UMCN

The Upper Murrumbidgee Catchment Network (UMCN) is a collaborative network of individuals, community groups, businesses and government and non-government organisations committed to improving natural resource management (NRM) across the Upper Murrumbidgee catchment. Through networking, knowledge sharing and partnerships, UMCN supports coordinated action to improve the health and resilience of the region's landscapes and waterways.

The Communications & Events Officer

About the Role

The Communications & Events Officer is a creative and community-focused role, working in close collaboration with our Network. This person will be responsible for developing and delivering engaging communications materials (mostly digital and also hard copy).

Working closely with the Executive Officer, volunteers and community partners, the role will also be directly involved in planning, promotion and delivery of community events and activities.

Position Type: Contractor – ABN required

Location: Home-based

Hours: 5 hours per week until 30 June 2027 (continuation of services beyond this is subject to ongoing government funding)

Rate: \$50 per hour (incl GST)

Additional hours: Occasional out of business hours and weekend work may be required to support events.

Transport: Must have own transport and be willing to travel within the Upper Murrumbidgee region (ACT, Yass Valley Council, Queanbeyan-Palerang Council, Cooma Monaro Council areas).

Key Responsibilities

- Develop and maintain a communications plan aligned with the UMCN priorities and values.
- Create clear, engaging and accessible content for social media, websites, newsletters, email communications and other channels.
- Manage and maintain website and social media content, including developing visual and video content where appropriate.
- Coordinate a content calendar and gather stories, interviews and updates from UMCN members and community stakeholders.
- Manage Customer Relationship Management system communications, (e.g. MailChimp® or other), including email campaigns, online surveys and newsletters.
- Build positive relationship with members, community, partners and other stakeholders to identify and share relevant stories and opportunities.



Skills & Experience

- 3-5 years' experience in communications, events, marketing, community engagement or related field.
- Strong digital communications and content creation skills, including social media, websites, newsletters, photography, video and Canva or similar.
- Experience planning and delivering community events, workshops, outreach or engagement activities.
- Strong written and verbal communication and storytelling skills, with the ability to engage diverse audiences.
- Experience using digital platforms, CMS/CRM systems and engagement data to support and evaluate communications and community activities.
- Highly organised, collaborative and adaptable, with experience working with volunteers, community organisations, in natural resource management or in the not-for-profit sector.
- Current NSW/ACT drivers' licence.
- Unrestricted right to work in Australia.
- Ability to work independently from a home-based environment and provide services as an independent contractor with an ABN.

Desirable: Relevant qualifications in communications, journalism, event management, marketing or a related field desirable. Experience working in the NRM/environment sector.

Applications Close: 5.00pm Thursday, 15 October 2026.