

THE GREENS NSW	
Position title	Design and Communications 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	October 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 Design and Communications Officer produces compelling visual content, digital assets, and campaign creative to amplify Greens NSW messaging across digital channels. Key responsibilities will include: • Designing engaging graphics and digital assets for social media platforms, including Facebook, Instagram, TikTok and other digital channels. • Creating campaign materials, including social media graphics, carousels, digital advertisements, event promotions and other visual content. • Assisting with the development and editing of short-form video content for social media platforms, primarily using CapCut/ Premiere Pro or similar tools. • Translating campaign messaging, policy announcements and creative briefs into clear, accessible and visually engaging content. • Providing rapid-response graphic design support for emerging political issues, campaign announcements and social media opportunities. • Ensuring all creative materials are consistent with Greens NSW branding and visual identity. • Assisting with the management and organisation of digital assets, design templates and creative resources.
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	• Basic media monitoring using existing Greens tools. • Social media comment moderation in line with The Greens moderation guidelines. • Updating webpages and email flows with approved copy. • One-off communications projects as required. • Support the Digital Strategist and Communications Manager in developing campaign materials. • Other duties as directed.
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Essential requirements	The Design and Communications Officer must meet the following essential requirements: 1. A commitment to the Greens and to advancing Greens policies and principles. 2. Demonstrated graphic design skills, with experience creating engaging digital and social media content. 3. Proficiency in graphic design tools including Canva 4. Strong understanding of social media platforms, content formats and visual design best practices. 5. Skills in video editing for social media platforms, particularly short-form video content using CapCut, Premiere Pro or similar tools. 6. Ability to translate complex information and campaign messaging into clear, engaging and accessible visual content. 7. Demonstrated ability to manage competing priorities and work to tight deadlines in a dynamic environment. 8. Strong attention to detail, creativity, problem-solving skills and ability to work collaboratively and respond to feedback. 9. Excellent oral communication and interpersonal skills including the ability to liaise with local Greens campaigns. 10. Demonstrated emotional intelligence, problem solving skills and resilience. 11. An understanding of the Greens and support for the party's principles, policies, and decision-making processes. 12. Basic MS Office skills. 13. Strong social media skills and experience. 14. Essential: A current Working with Children Check or a willingness to obtain one in the first month of employment. Successful candidates must not be a member of another political party.
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	Communications Manager	Direct line manager. Escalate issues, keep informed, advise, and receive instructions.
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Key relationships	Campaign Manager	Escalate issues, keep informed, advise, and receive instructions.
	State Manager	Escalate issues, keep informed, advise, and receive instructions.
	Work team	Work collaboratively and inclusively by participating in meetings to share information, innovation, and best practice.
	Internal stakeholders	Work with Local Groups, campaign committees and volunteers 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.
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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.
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