

## Landcare NSW Incorporated

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[www.landcarensw.org.au](http://www.landcarensw.org.au)



### Communications Professional – short-term contract / casual employment

An opportunity exists for an experienced Communications professional to work with Landcare NSW for a short-term contract on some exciting projects.

Read on for more information about the role and how to apply.

**Contract Duration:** Casual employment or contract arrangement considered. Contract will commence on the day of signing and continue until 27th April 2018.

**Pay Rate:** \$34/hr plus 25% leave loading. Plus superannuation. Conditions of employment will be consistent with the National Employment Standards.

**Superannuation:** 9.5% superannuation

**Standard Hours of Work:** This role is 0.6 FTE, equivalent to 22.5hrs per week. Working hours are flexible, however we expect work to occur between 8:00am and 6:00pm on weekdays. From time to time hours outside of these regular hours may be necessary to accommodate travel or other needs. No overtime rate applies.

#### Location and Equipment

Negotiable, office space available in Ballina, otherwise work from own premises. Required to provide own equipment laptop etc.

#### Purpose

Your role will be to provide effective internal and external communications for Landcare NSW and its various programs. As Communications Officer you will work closely with the Landcare NSW team, providing communications to support both functional areas and special projects.

#### Principle Responsibilities

Your responsibilities will include:

- Communications support for key projects including, but not limited to: Sustaining Landcare – The Next Chapter campaign; Supporter Card program promotion and targeted collateral; History of Landcare NSW publication; 2016/2017 Annual Report; Membership and insurance renewal campaign
- Logistical and task support for the Communications Subcommittee (subcommittee of the Executive Committee)
- Frequent, dynamic and engaging digital media including website, Facebook, Twitter, Mail Chimp e-news and other digital media
- Consistent and informative communications to Council, Member Groups and Landcare community contact points
- Telling the 'story' of Landcare in NSW to the general public, stakeholders and people of influence.

### **Selection Criteria**

- Exceptional interpersonal communication skills
- Strong content development and writing skills
- Exceptional time management, self organisation and prioritisation skills
- Experience in social media platforms, including but not limited to Facebook and Twitter
- Experience with WordPress and strong web content development skills
- Highly positive attitude and self motivation
- Above average skills in Microsoft Office software including Outlook, Word, Excel, Powerpoint and Publisher
- Experience with MailChimp and Survey Monkey web-based programs
- Experience in event management logistics
- Ability to work within a dispersed team (not all based in one location)
- Keen attention to detail

Other relevant but not essential criteria:

- Experience with a non-profit, non-government organisation
- An interest in environmental conservation and/or sustainable agriculture

### **Special Conditions**

1. Will be required to adhere to Landcare NSW policies, processes and procedures.

### **How to Apply**

Please provide a covering letter, CV and your response to the selection criteria to [administration@landcarensw.org.au](mailto:administration@landcarensw.org.au), using the subject line: **[Your Name] Position Application**, by the closing date of **Friday 15th December 2017**.

If you have any questions regarding the position or working with Landcare NSW, please phone Acting Operations Manager, Jodie Lovell on 0439 316 151 or email [jlovell@landcarensw.org.au](mailto:jlovell@landcarensw.org.au)