

## POSITION VACANT: Communications Officer

Are you inspired to tackle one of Australia's main drivers of environmental loss and extinction? We are looking for a motivated and creative communicator to help tell the story of Australia's invasive species crisis across social media, digital channels and through supporter engagement. Be a critical part of a national organisation that has a strong reputation for success in tackling one of the greatest threats to Australia's biodiversity – invasive species.

Position:	Communications Officer
Reports to:	Media and Communications Manager
Reports:	None
Basis:	Full-time
Location:	Remote home or shared office in Katoomba or Wollongong
Duration:	Two-year contract, extension possible depending on performance and funding
Salary range:	\$85,000-\$95,000 plus superannuation, depending on skills and experience. Salary packaging, 1 week paid study or field work leave, plus three days bonus ex-gratia leave Christmas/New Year are part of the package

### About the role

The Invasive Species Council (ISC) is experiencing significant growth as Australians become increasingly aware of the threats invasive species pose to biodiversity. To meet rising demand and deliver impactful campaigns, we are expanding our communications and media capacity.

This new role provides essential support to the Media and Communications Manager by delivering high-quality content across social media, our website and our storytelling channels. The Communications Officer will help shape how we communicate with supporters, the media and the broader public – building awareness and supporting advocacy outcomes.

This is a hands-on role suited to someone who loves writing, producing content, managing social media channels, spotting great stories and helping bring big ideas to life.

The role is proposed to be split between:

- ~Three days per week dedicated to social media, including content creation, scheduling, monitoring, reporting and audience growth.
- ~Two days per week focused on broader communications, including website updates, advocacy EDM writing, story development, pitching stories to journalists, and supporting organisational campaigns.

*ISC recognises the importance of family-friendly work arrangements. To support this, we offer flexible working hours designed to accommodate school and childcare commitments. Alternative or reduced work hours may be considered for the right candidate.*

### Key responsibilities

#### Social media & content creation

- **Strategy & execution:** Lead the implementation of the social media strategy to grow the profile and impact of ISC, particularly across Facebook, Instagram, and LinkedIn.
- **Multimedia production:** Create high-quality visual content, including graphics, reels, short videos, and stories.
- **Copywriting:** Transform campaign briefs and media stories into compelling, platform-specific social content that aligns with brand voice, tone, and key messaging.

## **Advocacy & digital communications**

- **Written content:** Produce impactful advocacy materials, including supporter emails, stories, website content and documents.
- **Campaign support:** Provide dedicated communications support for major advocacy moments and organisational campaigns.
- **Content integrity:** Ensure all digital content is accurate, accessible, on-brand, and optimised for user experience.

## **Monitoring & asset management**

- **Reporting:** Deliver monthly reports to track performance, identifying actionable insights and growth opportunities.
- **Digital assets:** Maintain and improve the organisation's photo library and digital asset management systems.
- **Strategy growth:** Proactively contribute ideas to expand reach and deepen community participation.

## **Collaboration & Operations**

- **Internal coordination:** Work closely with the Media and Communications Manager, campaigners, and fundraising staff to ensure outputs meet strategic priorities.
- **Event support:** Assist with the delivery of webinars, online events, and supporter presentations.

## Other

- Promote the work, positions and strategic directions of ISC.
- Adhere to ISC policies and procedures and ensure adherence by staff, contractors and volunteers.
- Attend staff meetings and training.
- Proactively contribute to a positive, collaborative and values-driven culture with the team and organisation.
- Practice and promote appropriate self-care and collaboration at an individual, team and organisation-wide level.
- Celebrate ISC's contribution to the environment and all Australians.
- Some out of hours work will be required in this role.
- Other duties as determined by the Media and Communications Manager from time to time.

## **Selection Criteria**

### Essential

- Minimum 3-5 years experience in communications, journalism, public relations, campaigning, political engagement or social media roles.
- Strong writing skills, with the ability to spot interesting hooks, craft compelling copy for social media, websites and advocacy EDMs.
- Go-getter attitude with an ability to work nimbly, jump onto communications opportunities and bring fresh ideas to the table.
- Proven experience managing and producing dynamic and impactful social media content.
- Ability to work within brand, style and tone guidelines to ensure cohesive organisational communication.

- Ability to distill complex information into easy-to-understand messages that inspire action and engagement.
- Moderate graphic design and video editing skills (Adobe Suite and Canva).
- Good project management skills with high attention to detail.
- Demonstrated ability to work independently in a fast-paced environment, self-direct work, and drive outcomes with minimal supervision and broad reporting expectations.

#### Desirable

- Experience in a not-for-profit, advocacy, political or environmental organisation.
- Understanding of invasive species, conservation or biodiversity issues.
- Experience producing video content.
- Experience pitching stories or angles to journalists.
- Basic understanding of SEO and web optimisation.
- Knowledge of basic digital reporting processes.
- Ability to navigate content management systems, including WordPress.

**Location:** Remote home or shared office in Katoomba or Wollongong.

#### **Applications**

Please send a resume with at least two referees and a statement explaining how you meet each of the selection criteria to: [recruitment@invasives.org.au](mailto:recruitment@invasives.org.au). Applications that do not directly address each criterion will not be accepted.

Applicants must possess full working rights in Australia to be eligible for appointment. A current National Police Check (NPC) will be required and a Working With Vulnerable Persons Check (WWVP) may be required.

Invasive Species Council is an equal opportunity employer. Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and people with disabilities are encouraged to apply.

**Applications close:** 11:59 pm Sunday 8 February 2026.

Applications will be reviewed continuously and interviews will be arranged as shortlisted applications are received. We strongly encourage you to apply early.

#### **More info**

Contact Nicola Barton, Media and Communications Manager [nicolab@invasives.org.au](mailto:nicolab@invasives.org.au) for further information about the role.

#### **About the Invasive Species Council**

The Invasive Species Council aims to tackle some of our most challenging invasive species threats and drives systemic reform to Australia's biosecurity system and environmental laws.

Our team values are:

- We are relentless in pursuing outcomes and having impact.
- We are not scared to fail and learn from the experience.
- We are collaborative, resourceful and take initiative.
- We are all responsible for a healthy team culture.
- We are connected to and speak up for nature.
- Integrity is not negotiable

You will be joining a dynamic team that advocates for nature, is committed to science, is fearless and persistent and is collaborative with first Australians.

The Invasive Species Council is a non-government donor-funded organisation formed in 2002 that seeks better laws and policies to protect the Australian environment from invasive plants, animals and diseases.

Invasive species have been the main driver of environmental loss of Australia's native animals since colonisation and remain one of the main threats to the future survival of all our unique wildlife on land and sea. Unless we take action, work with others and speak out, Australia's biodiversity crisis will only worsen.

The Invasive Species Council has made numerous interventions to reduce the environmental impacts from invasive species. Over recent years we:

- played a major role in the establishment of the national Office of Environmental Biosecurity.
- secured \$100 million threat of highly pathogenic avian influenza.
- secured over \$1 billion for the national red fire ant eradication program.
- secured \$25 million to eradicate yellow crazy ants from Cairns and Townsville.
- led efforts to recognise the national threat from expanding feral deer populations.
- jointly conducted ground-breaking research to identify harmful invasive insects that could establish in Australia.
- co-hosted the Australian Biosecurity Symposium since 2019.
- drove the Reclaim Kosci campaign that has seen reductions in feral horses in Kosciuszko National Park.

We work remotely from homes in many parts of Australia. Support for your professional development will be a priority.

Our 2022-2030 Strategic Plan can be found here: <https://invasives.org.au/about-us/strategic-plan/>

More details about all our campaigns can be found on our website: <https://invasives.org.au/>