

## Communications Assistant Volunteer Position Description

Position Title	Landcare NT Communications Assistant Volunteer
Reports to	Communications and Membership Coordinator (CMC)
Location	Darwin-based, hybrid (working from home and some field work)
Time and Hours	8- 12 hours per week. Hours can be worked flexibly, but will require some cross over with CMC (on Thursday or Friday)
Brief Position Description	This role will be assisting the Communications and Membership Coordinator in developing content for communications, social media and membership engagement purposes.
Key Responsibilities	<ul style="list-style-type: none"> <li>• Work with CMC to develop the content required for campaigns and other communications</li> <li>• Work with CMC to identify, plan and collect stories, photos and video for communication platforms</li> <li>• Procure and develop content for posts to social media</li> <li>• Collate material for monthly newsletter and stories for website</li> </ul>
Skills, Experience and Attributes	<ul style="list-style-type: none"> <li>• Excellent communication skills and the ability to write clearly and succinctly.</li> <li>• Experience contributing to a social media or advocacy campaign is desirable, ideally in the environmental and/or community landcare sector</li> <li>• Basic graphic and visual design skills using Canva</li> <li>• Photography and/or video skills desirable</li> <li>• Relevant qualification in communications, media, environmental studies or equivalent experience in a related discipline</li> <li>• Knowledge of and/or interest in community landcare and environmental conservation desirable</li> <li>• Excellent time management, forward planning and organisational skills</li> </ul>
Training Opportunities	To be negotiated between the volunteer and Landcare NT team.
Other requirements	<i>Preference given to candidates living in the Northern Territory.</i>

*Landcare NT encourages applications from Aboriginal and Torres Strait Islander people, those from culturally and linguistically diverse backgrounds, persons with a disability and people who identify as LGBTQIA+.*



### *About Us*

*Landcare NT is the peak body for community Landcare in the NT. Our purpose is to represent, strengthen, support and grow the Northern Territory's community Landcare movement. We are a member of the National Landcare Network (NLN) which is made up of the 7 peak bodies from each State and Territory across Australia.*

### *Who do we represent?*

*We represent Community Landcare Groups throughout the Northern Territory. A Community Landcare Group is a group regardless of legal status that enables people to come together, share knowledge and experiences and carry out positive, practical activities for the long-term health of our natural environment. These groups may be formal or informal groups. Some examples of groups in the Territory include incorporated urban Landcare groups, informal urban Landcare groups, pastoral Landcare groups, Indigenous Ranger groups, Friends of groups, Coastcare, Bushcare and Rivercare groups.*

### *Objectives*

1. Represent community Landcare as an advocacy body;
2. Demonstrate and promote the Landcare ethic and operate with integrity;
3. Promote community Landcare;
4. Connect people and organisations with an interest in Landcare;
5. Support Community Landcare Groups with administration, information and funding

### *Application information*

To apply please submit a brief one-page cover letter stating why you are suited to the position and the organisation plus a resume with at least two work related referees. Applications are to be forwarded to [communications@landcarent.org.au](mailto:communications@landcarent.org.au).

Applicants are encouraged to contact Tina Griffith at [communications@landcarent.org.au](mailto:communications@landcarent.org.au) or **0477 446 793** for further information.

Please note: Successful candidates will have to successfully complete a SAFE NT Screening Assessment for Volunteering, and a Criminal History Check.