



Position Title	Capacity Building Project – Communications Assistance
Employment Type	Part-time (maximum-term to 30 June 2028). VEFN will also consider engagement of a suitably qualified independent contractor where appropriate.
Location	Primarily online with face-to-face meetings in greater Melbourne and surrounds
Position managed by	VEFN Convenor (Chair)

Who are we

The [Victorian Environment Friends Network](http://vefn.org.au) exists to connect, inspire, engage and empower individuals, groups and networks to become effective protectors and advocates for the natural environment. Friends groups work principally but not wholly on public land and in urban as well as peri-urban and rural environments. Our ethos is one of collaboration to support a whole of landscape and community approach.

Our objectives are to:

- Provide a united voice to celebrate and advocate for the value of nature and the people that support it
- Build and grow a competent and capable network of individuals and groups to nurture a healthy natural environment
- Empower members to achieve their objectives and thrive
- Support members to engage their communities and support each other
- Grow and sustain the strength, capacity and influence of VEFN long term

Position purpose

This role supports the delivery of communications and engagement services in support of VEFN's Capacity Building Project. The successful applicant will deliver agreed outputs and project support activities, including profiling activities, documenting learnings, preparing content, and supporting participation across the environmental volunteer network. Subject to agreed project priorities, timelines and required standards, the successful applicant will plan and undertake their work using their expertise, skills and experience. The role includes developing case studies, supporting workshops and regional activities, assisting with communications to volunteers and committees, and producing material that increases participation and visibility of VEFN's work.

Remuneration

Remuneration for this position is approximately **\$22,000 per annum**, based on an average commitment of **11–12 hours per week**.

The workload associated with this role will vary throughout the year in line with project priorities, workshops, events and grant milestones. While the position is based on the hours outlined above, additional hours may be offered from time to time where project demands and available funding permit. Final remuneration and engagement arrangements will be agreed with the successful applicant, depending on the agreed employment or contracting arrangement.

How to apply

Please read through the detailed Position Description, Key Responsibilities and Selection Criteria below. If you are interested and believe you have the skills, experience and capability to undertake the role, please submit your application to jobs@vefn.org.au by 12 August 2026. Your application should include a cover letter outlining your suitability for the role and a current résumé. You may also include examples of relevant work or other supporting material you believe demonstrates your experience and capability.

Applicants wishing to be considered for engagement as an independent contractor are welcome to indicate this in their application.

Label your files as follows:

Cover letter: [Surname][FirstName] Cover Letter

Résumé: [Surname][FirstName] Resume

Supporting material (optional): [Surname][FirstName] Supporting Material

Please direct any questions to jobs@vefn.org.au

Scope of services

Communications and Storytelling

- Develop and deliver agreed communications outputs for the project and broader VEFN activities
- Capture and document case studies of on-ground environmental work and regional collaborations
- Prepare and develop written, digital and social media content, including website, newsletter and promotional material
- Prepare or coordinate agreed video and multimedia content, including liaison with third-party media providers where relevant
- Promote VEFN activities, regional initiatives and volunteer achievements through agreed communications outputs
- Develop and maintain an independent service delivery plan for communications outputs in line with agreed project priorities, milestones and reporting requirements

Internal Communications and Volunteer Engagement

- Provide agreed communications support and outputs for VEFN member groups, committees, subcommittees and working groups in accordance with the role responsibilities
- Prepare and distribute agreed updates, resources, opportunities and learnings across the network
- Deliver communications activities that encourage participation in VEFN workshops, committees and initiatives
- Produce communications outputs that strengthen connection and information flow between regional groups, VEFN committees and working groups

Project Support & Workshop Delivery

- Provide project support services for the planning and delivery of regional workshops, roundtables and forums
- Prepare and deliver agreed workshop logistics communications materials and participant communications required for the specified deliverables
- Prepare and supply documentation of workshop outputs, notes and reports as required.
- Prepare and distribute workshop resources and follow-up materials to support project activities.

Documentation, Case Studies & Knowledge Sharing

- Produce case studies and related communications assets for each region showcasing local achievements and innovations
- Translate project learnings into accessible resources for volunteers and partners
- Prepare project reports, summaries and communication materials as required.
- Maintain records, source materials and working papers reasonably necessary to support delivery and verification of agreed outputs

Digital & Media Management

- Manage agreed external liaison activities with DEECA, councils, Parks Victoria, Landcare and other stakeholders relevant to the role
- Identify and support agreed partnership opportunities and promotional activities connected with the project

Support for Partnerships & Promotion

- Deliver agreed stakeholder communications with partners, allies and sector participants relevant to the role
- Deliver agreed promotional communications for collaborative initiatives with councils, agencies and community groups
- Produce outputs that strengthen visibility of VEFN's role as a peak body

Key outputs and delivery indicators

- Delivery of clear, consistent and engaging communications outputs across agreed VEFN channels
- Documented case studies and stories showcasing impact and collaboration
- Timely completion of agreed outputs to the required standard and within agreed milestones
- Delivery of agreed campaign, workshop and communications outputs designed to support increased participation in VEFN initiatives
- Provision of documented workshop outputs, reports and resources in accordance with the role responsibilities
- Positive visibility of VEFN and its partners across the sector

Skills and experience

The successful applicant will be able to demonstrate the following skills, capability and relevant experience:

Essential

- Strong written communication skills and storytelling ability
- Demonstrable experience providing communications, media, marketing or community engagement services to clients or organisations
- Ability to manage digital content (websites, social media, newsletters)
- Strong organisational capability, including the ability to manage deliverables, timelines and documentation with limited supervision
- Ability to manage multiple work priorities and collaborate with a range of stakeholders.
- Interest in environmental volunteering or conservation

Desirable

- Experience providing services to volunteer organisations or within the not-for-profit sector
- Basic graphic design, video or multimedia skills
- Experience documenting case studies or impact stories
- Understanding of Victoria's environmental or community volunteering sector

Preferred attributes

- Self-directed, proactive and well organised in managing work outputs
 - Able to collaborate effectively with community stakeholders while maintaining independent professional judgment
 - Strong attention to detail
 - Adaptable and able to manage a range of role responsibilities
 - Passion for environmental volunteering and community connection
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