INSTRUCTIONS TO APPLICANTS

RECRUITMENT AND SELECTION PROCESS

Leschenault Catchment Council (LCC) is committed to fair, equitable and transparent recruitment processes. Key steps in this recruitment process include:

1. **Applications must be submitted by 4.00pm on the due date Monday 14 December 2026** Applications should be forwarded by email to exec@leschenaultcc.org.au.
2. Late applications or those that do not address the Selection Criteria will not be considered.
3. The Selection Panel assesses applications and invites short listed applicants for interview.
4. Interviews are conducted.
5. Referee checks undertaken.
6. Selection report prepared.
7. All applicants notified.

SUBMITTING YOUR APPLICATION

Your application should include the following:

1. Cover letter outlining your interest in the position.
2. Concise statements addressing all aspects of the selection criteria, of no more than 2 pages.
    - treat each criterion separately
    - explain how you meet the criteria
    - use examples to demonstrate your specific skill and knowledge.
3. Your Curriculum Vitae should provide the following information:
    - copies of your qualifications and academic and/or professional training
    - description of your work experience and skills starting with the most recent
    - referees.

PROGRESS OF YOUR APPLICATION

Once applications have closed, all applications are sent to the selection panel. The panel will contact you directly if you have been selected for interview.

Any questions should be directed to Caroline Hughes, Executive Officer on exec@leschenaultcc.org.au or 0421 750 408.

POSITION DESCRIPTION FORM

POSITION DETAILS

Position Title:	Communications Officer
Organisation:	Leschenault Catchment Council Inc.
Location:	Leschenault Catchment Council Office, Bunbury WA
Contract:	12 months including 3 months probation period. (Ongoing position)
Salary Range:	$77,000 – $81,000 per annum (pro rata) depending on qualifications & experience.
Hours:	0.4 FTE (15hrs/week) Flexible hours available to work with family and other commitments.
Reports to:	Executive Officer
Resources:	Shared vehicle and personal laptop available for work use

OUR ORGANISATION

The Leschenault Catchment Council (LCC) is a not-for-profit, on-ground environmental organisation. Located in the southwest of WA, we have a clear vision for our region - a healthy and biodiverse natural environment and a sustainable future for people and culture.

Our focus is raising awareness, inspiring commitment, delivering on-ground projects and empowering action in our five key environmental areas: Danju - Jobs Together; Leschenault Estuary Connect; Restoring our Waterways; Wildlife for the Future; and Catchment Stewardship.

We are dedicated to involving the community, fostering partnerships, and adopting well-founded conservation science. Our goal is to inspire and support community involvement in preserving the vital ecosystems that are crucial for the sustainability of the Leschenault Catchment's environment. With our motivated community, we share our passion through engaging workshops; on-ground environmental projects; and volunteer opportunities. We strive to enable everyone to participate in the protection of the diverse environment of this region.

The LCC has a wide membership base while a volunteer Management Board is tasked with strategic, business development, administrative and decision-making responsibilities. The LCC is supported by a professional staff operating as a self-managed team. There are currently 9 part-time office staff and a casual field crew employed by the organisation.

POSITION CONTEXT

The Communications Officer is responsible for developing and delivering effective communications and marketing activities that raise the profile of Leschenault Catchment Council, promote its programs and projects, and strengthen engagement with the community, stakeholders, partners and supporters.

The role will develop compelling and accessible content that communicates LCC's environmental work, achievements and impact, translating environmental information and technical activities into engaging stories that connect with diverse audiences.

Working closely with the Executive Officer and program staff, the Communications Officer will coordinate LCC's internal and external communications, manage digital platforms, support publications and campaigns, and ensure consistent organisational messaging and branding.

The position will also contribute to building LCC's profile, supporting fundraising and partnership development, and increasing community awareness, participation and support for environmental stewardship.

POSITION RESPONSIBILITIES

Under the supervision of the Executive Officer, assist with the delivery of LCC's communications and engagement activities, including:

- Preparing and distributing a monthly Mailchimp newsletter featuring LCC projects, campaigns, news and events.
- Developing and scheduling engaging content for LCC's Facebook, Instagram and LinkedIn accounts.
- Managing social media interactions, including responding to comments and messages and directing enquiries to relevant staff.
- Updating and maintaining LCC's organisational and Love the Lesch (under construction) websites with project news, updates and events.
- Responding to website enquiries and liaising with program staff to provide relevant information
- Preparing media releases and liaising with local media to promote LCC's activities and achievements.
- Coordinating event promotion through Humanitix, social media, newsletters, media releases and newspaper advertising and cross promotion through partner organisations.
- Supporting program staff with the coordination of community events, workshops and volunteer activities, including venue hire, catering and presenters.
- Promoting LCC membership, donations and fundraising activities, and maintaining membership and donor registers.
- Assisting the Executive Officer to prepare LCC's electronic Annual Report and other organisational documents using Canva or other design software.
- Monitoring website and social media performance and identifying opportunities to grow online engagement.
- Maintaining consistency in LCC's branding, visual identity and organisational messaging.

<u>Other Responsibilities</u>

- Liaising and providing information and support to LCC stakeholder groups such as local and State Government bodies, Landcare and community groups and individual landholders.
- Contributing to staff meetings and implementing follow up actions.
- Being prepared to undertake personal development activities and training to increase knowledge, skills and experience that will benefit the organisation

SELECTION CRITERIA

Essential

1. Relevant qualifications or demonstrated experience in communications, marketing, public relations, journalism, digital media or a related field.
2. Excellent written communication skills, with the ability to develop engaging, clear and accessible content for a range of audiences and purposes.
3. Demonstrated experience managing social media platforms, websites and digital communications.
4. Strong content creation skills, including the ability to develop stories, articles, newsletters, promotional materials and communication campaigns.
5. Experience with graphic design and content creation tools such as Canva.
6. Demonstrated organisational, project management and time management skills, with the ability to manage competing priorities and meet deadlines.
7. Strong interpersonal and relationship-building skills, with the ability to work collaboratively with staff, community members and external stakeholders.
8. A high level of initiative, creativity, attention to detail and ability to work independently as well as part of a small team.

Desirable

1. Experience working within the not-for-profit, community, environmental or natural resource management sectors.
2. An understanding of environmental issues, conservation, biodiversity, waterways or community-based environmental initiatives.
3. Understanding of community engagement, behaviour change communications and environmental stewardship.
4. Experience in photography, videography and digital storytelling.