

Position description

Job title	Communications Advisor
Department	Strategy & Engagement
Location	Melbourne CBD, some travel may be required
Reporting to	Acting Strategic Communications Manager
Direct reports	None
Contract type	6-month fixed term full-time or part-time (0.8 FTE)
Salary range	\$100,000 FTE per annum + super (pro rata for 0.8)
Last updated	March 2026

Victoria Law Foundation (VLF) supports better justice in Victoria through research, grants, and education. VLF works to improve access to justice and strengthen public understanding of the law.

The Strategy & Engagement team at VLF provides communications support across the organisation, spanning design, digital, media, social media, event support, editing, publications, and the annual report. The team works to ensure VLF communicates effectively with its audiences, with a growing focus on digital engagement and content across multiple platforms.

The Communications Advisor will play a key role in the day-to-day delivery of the team's communications work, including campaigns, content production, and digital media. The role works closely with team members and internal stakeholders to support a wide range of projects, contributing across writing and editing, social media, design, events, and publications.

Key responsibilities

- Assist with the delivery of major projects and day-to-day communications work as directed, according to the workplan.
- Coordinate and produce engaging communications for the VLF across a range of communications channels such as digital, social media and websites.
- Write, edit, and proofread a range of communications materials including articles, case studies, reports, media releases, and promotional content.
- Ensure consistency of tone, style, and branding across all communications to ensure the VLF communicates effectively with its audiences.
- Work collaboratively with all functions across the VLF and external partners.
- Support with procurement, coordination and administration activities as required.

All other tasks and duties as directed.

This position description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of the foundation.

Key Selection Criteria

Essential

- Tertiary qualification in communications, journalism, marketing or a related field, or equivalent experience.
- Demonstrated experience writing and editing clear, engaging content for diverse audiences across a range of communication channels, including EDM, digital, websites and social media.
- Strong organisational skills with the ability to manage multiple priorities and deadlines.
- Excellent attention to detail and commitment to accuracy.
- Demonstrated ability to work collaboratively within a small communications team and across a diverse range of internal and external stakeholders.
- Alignment with VLF's purpose and an interest in law, justice, or public education.

Desirable

- Experience working in a not-for-profit, government, or public interest organisation.
- Understanding of accessibility and inclusive communication principles.
- Experience with content management systems, email marketing platforms, or analytics tools.
- Basic graphic design or multimedia experience.

Characteristics

- Strong written and verbal communication
- Collaboration and relationship-building
- Initiative and problem-solving
- Cultural sensitivity and professionalism
- Adaptability in a small, purpose-driven organisation