

Recruitment Pack

Communication Advisor

Full-time



Supporting better justice through research, education and grants

Diversity and inclusion

We encourage people from all backgrounds, abilities, and identities to apply for our vacancies.

The VLF is committed to a workforce that represents many different cultures, backgrounds and viewpoints. The more diversity we have in our team, the more perspectives we have, and the more bright ideas we can share and develop. We strive to foster a professional and inclusive environment where everyone is respected, valued and feels safe.

Aboriginal and Torres Strait Islander people are encouraged to apply.

The VLF will employ appropriate, effective and flexible strategies to improve opportunities, and will make reasonable adjustments to policies, practices and requirements where necessary to provide equal opportunity.

We understand that balance between work and other parts of our lives is important, and we support flexible work across all our roles.

If you require support in applying for this role, please contact the Victoria Law Foundation on 9604 8103 or email hr@victorialawfoundation.org.au

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1 About the Victoria Law Foundation

The Victoria Law Foundation (**VLF**) was established in 1967 and is a statutory entity under the [Victoria Law Foundation Act 2009](#) (VLF Act).

VLF is led by the Executive Director, Dr Rebekah Farrell, and a Board representing the diversity of the justice sector led by The Honourable Justice Greg Garde AO RFD.

We are a small team of 26 staff, with expertise across research, education and events, grant making, business services and engagement and communications.

Our functions are focused on capability – supporting the justice sector to engage effectively with the community they serve, and to build understanding and confidence in our legal system, particularly in civil law. All aspects of our work are informed by evidence and mutually supportive. Staff are encouraged to share ideas and work closely together to achieve the greatest impact.

Our staff love working with us! We have a great culture, low staff turnover and for the past five years our annual staff surveys have shown high satisfaction rates in all key areas.

Funding

We receive annual funding from the [Victorian Legal Services Board Public Purpose Fund](#) with a small amount of additional income from investments and sponsorship.

With an operating budget of just over \$4 million, it is essential that VLF makes the most of our resources to deliver effective and targeted programs.

2 About our Strategic Communication function

VLF's Strategy 2025–2027 focuses on building legal capability across the Victorian community—helping people understand the law and navigate services that can assist with civil legal problems.

The Strategic Communication function supports this purpose by helping VLF communicate its work clearly, consistently and accessibly. It combines strategic advice with practical delivery to strengthen VLF's profile, reputation and engagement with the justice sector, funded organisations and the broader community.

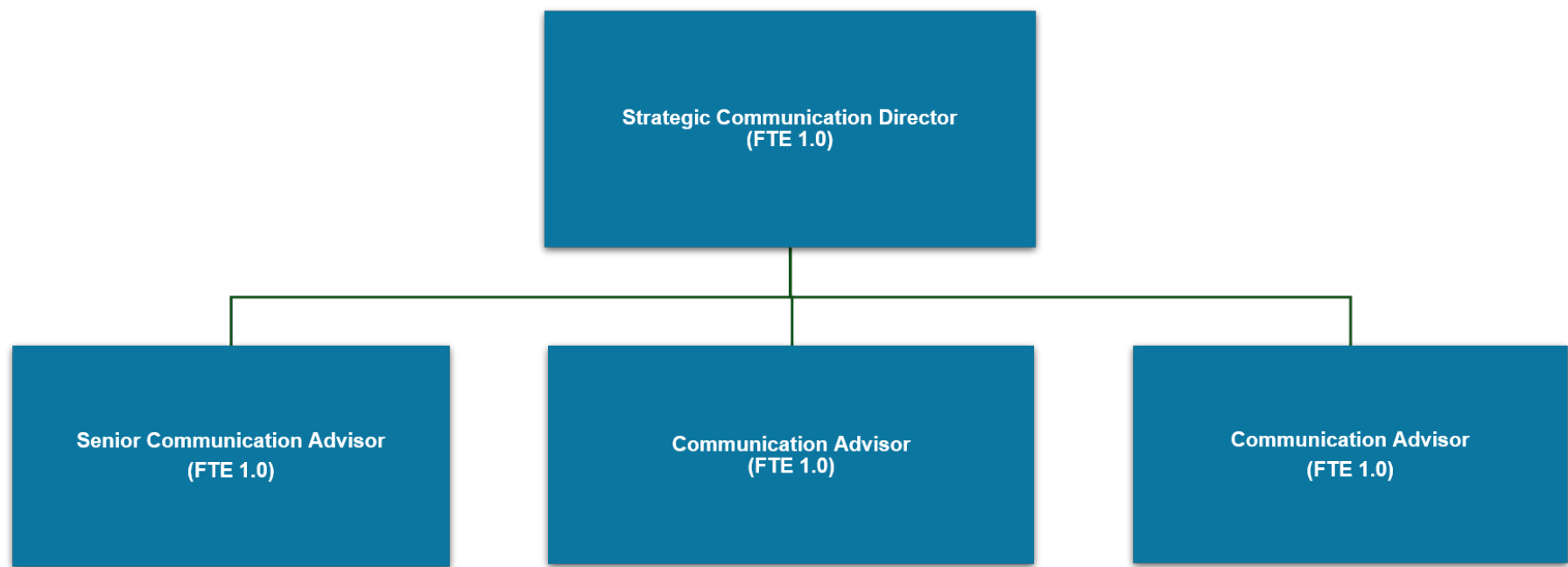
The function works across VLF, with a particular focus on partnering with the Education, Research and Grants teams. This includes translating research findings, evidence and organisational priorities into useful content, and sharing the outcomes and insights generated through VLF-funded projects. By connecting these areas of work, Strategic Communication helps increase their reach, support sector learning and demonstrate VLF's contribution to improving access to justice.

The function's work is varied and includes:

- providing communication advice and developing clear, consistent and audience-focused messaging
- translating research, evidence and grant outcomes into accessible publications, stories, briefings and promotional content
- planning and delivering communication projects across web, email, social media, print, video and events
- promoting VLF education programs, research, grants and sector engagement activities
- identifying opportunities to extend the reach and impact of VLF's work, informed by audience insights, stakeholder engagement and media monitoring
- maintaining communication channels and coordinating with internal teams, external stakeholders and suppliers.

Working in a small, collaborative organisation, the function is both strategic and hands-on. Team members work closely with colleagues to understand their objectives, shape communication approaches and deliver high-quality outputs that are timely, useful and suited to their intended audiences.

Strategic Communication Team Structure



3 About the Communication Advisor role

Job title	Communication Advisor
Location	Melbourne, Australia (some travel may be required)
Reports to	Strategic Communication Director
Direct reports	nil
Key relationships	VLF teams External suppliers
Contract type	Full-time, ongoing
Salary range	\$95,000 + superannuation

Reporting to the Strategic Communication Director, the Communication Advisor helps VLF communicate its work clearly, consistently and accessibly. The role works across VLF, with a particular focus on supporting the Research and Grants teams to translate research, evidence, grant outcomes and organisational priorities into clear, useful and engaging content.

This is a varied role that combines communication advice with hands-on delivery. You will create and coordinate content across web, email, social media, publications, reports, events and video, while helping identify opportunities to extend the reach and impact of VLF's work.

The role will suit someone who enjoys turning complex information into plain language, is organised and proactive, and is comfortable managing communication projects from planning through to delivery and evaluation. Strong relationships, sound judgement and a collaborative approach are important.

Key responsibilities

- Plan, coordinate, deliver and evaluate communication projects from start to finish.
- Translate research, evidence, grant outcomes and organisational priorities into compelling, audience-focused content.
- Create and edit content for websites, social media, newsletters, EDMs, publications, reports, media releases and promotional materials.
- Support the technical production of digital communication, including website updates, email journeys, forms, landing pages and online event registration.
- Contribute to video content, including scripting, filming, editing and post-production.
- Work closely with colleagues to understand their objectives and deliver clear, consistent and accessible communication.
- Identify opportunities to grow engagement and extend the reach of VLF's work.
- Build effective working relationships with internal teams, justice-sector stakeholders and external suppliers.

Other duties consistent with the role may be required from time to time.

What success looks like

- Communication projects are delivered on time, to a high standard and with clear outcomes.
- Written content is accurate, engaging, accessible and suited to its audience.
- Research, Grants and other VLF teams receive practical communication support that helps them share their work effectively.
- Digital, print, social, email, web, event and video outputs are well coordinated and professionally delivered.
- Communication activity helps increase understanding of VLF's work and contributes to stronger engagement with the justice sector and broader community.
- The role contributes positively to VLF's collaborative culture and continuous improvement.

Benefits

As a member of the team, you'll have access to hybrid and flexible work, additional leave over the Christmas period, professional development opportunities, salary packaging, paid parental leave and a free, confidential Employee Assistance Program.

4 Selection criteria

Core skills and experience

To be successful in this role, you will need to demonstrate the following key selection criteria:

1. **Communication:** Excellent written and verbal communication skills, including the ability to create clear, engaging and audience-appropriate content and translate complex concepts, research or project outcomes into accessible messages.
2. **Content and digital capability:** Experience producing content across digital, print and social channels, together with confidence using digital communication tools and platforms. Experience in web content management, email marketing, online events or video production will be valued.
3. **Project coordination and judgement:** Strong project coordination skills, including the ability to plan work, manage competing priorities, meet deadlines, use sound judgement and work independently.
4. **Collaboration and stakeholder engagement:** A collaborative approach and demonstrated ability to build constructive relationships with colleagues, stakeholders and suppliers to achieve communication outcomes.
5. **Qualifications, experience and values:** Relevant qualifications and/or experience in communication, digital content, media, public relations or a related field, and a demonstrated commitment to VLF's work and values.

5 Recruitment process

How to apply

Apply online, through the Victorian Government Careers website. If you are applying through another job board (e.g., Seek, Ethical Jobs), you will be redirected to this website.

Please include the following documents:

1. CV / resume

- outline your relevant experience and qualifications. Please provide dates.

2. Cover letter including addressing Key Selection Criteria (KSC)

- outline why you are interested in working at the VLF, and
- respond to the KSC in Section 4 (pg. 9 of this Recruitment Pack). Please keep your responses to 150-200 words per KSC.

3. Sample of communication work (highly encouraged but not required)

- showcase your skills and experience, by providing us with examples of your work across digital, print and social channels, including newsletters, EDMs, web content and reports. Please attached as part of your application or provide accessible links to your work.

**Applications close midnight Australian Eastern Standard time,
Thursday 24 September 2026**

About the selection process

After the closing date, applicants will be shortlisted for interview. We plan to interview within two weeks of the closing date.

Shortlisted applicants will be notified by phone to arrange an interview.

Applicants who are not shortlisted will be notified by email of their application status.

Who do I contact for more information or technical support?

Hannah Dart, HR Manager

HR@victorialawfoundation.org.au

03 9604 8123