



Position Description

Senior Communications and Events Officer

Reports to:	Senior Communications Manager
Date:	June 2026
Duration:	Full time 1.0 FTE – 12 Month Contract

Mental Health Australia Values

Mental Health Australia's values are curiosity, courage and connection. These guide all our work.

Position Purpose

This position supports the Senior Communications Manager with day-to-day management of Mental Health Australia's social media, media, communications, publications and engagement activities. The role also provides events support and assists with the coordination of the World Mental Health Day (WMHD) public awareness campaign.

Position Responsibilities

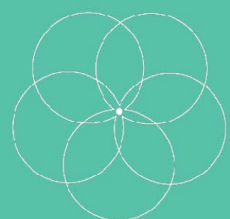
Under the direction of the Senior Communications Manager:

- Contribute to the development, implementation and evaluation of communication and engagement strategies, plans and activities that support Mental Health Australia's objectives.
- Write, edit and format material for publications, reports and other communications materials, including media releases, policy documents and web content.
- Assist with coordinating Mental Health Australia's weekly newsletter, including sourcing, collating and writing content, designing in Mailchimp and distribution.
- Assist with the delivery of the Mental Health Australia Social Media Strategy, including planning and coordinating a social media content calendar, creating and scheduling content and managing engagement.

- Produce content such as videos and social media graphics using Canva, Adobe Creative Suite and other tools as required.
- Assist with coordinating Mental Health Australia’s Annual Report, including collecting and editing content, liaising with external designers and proofreading.
- Assist with day-to-day monitoring of issues relevant to the mental health sector and produce a weekly media monitoring report for the organisation.
- Support the Senior Communications Manager to respond to media enquiries as required.
- Assist with the coordination and delivery of WMHD campaign and related projects, including liaison with members, partners, consultants, correspondence, meeting and event organisation, timelines and outputs.
- Provide communications support to MHA team members, including proofreading, editing to ensure finished products are clear to stakeholder audiences and consistent with MHA Branding and Language style guides.
- Assist the Senior Communications Manager with regular reporting requirements including reporting against Key Performance Indicators, organisational dashboard and Board reports.
- Support the Senior Events and Website Manager with Mental Health Australia’s calendar of events—including Member Policy Forums, Grace Groom Memorial Orations, by assisting with event logistics, marketing and communications, technical setup, registration administration, and on-the-day event support, as directed.
- Support the end-to-end technical execution of webinars and virtual events using Zoom and Teams. This includes coordinating platform logistics, configuring interactive engagement tools like Slido, and running live IT/AV support.
- Other communications and events activities as directed.

Corporate Requirements

- Participate as an effective team member within Mental Health Australia, including assisting other members of the team when required.
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus.
- Support and promote a strong health and safety culture by ensuring all work activities are performed in compliance with the organisation’s Work Health and Safety Policy.



- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect.
- Be conversant with policies and procedures relevant to this position and workplace.
- Undertake other duties as required, commensurate with skills, knowledge and experience.

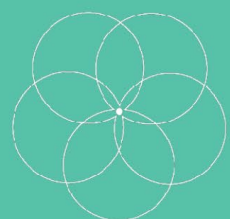
Skills, Knowledge and Experience:

The required candidate characteristics for this position include:

- Tertiary qualification in communications, public relations, journalism, marketing or other related discipline, coupled with at least 2-5 years' professional experience in communications, stakeholder engagement and/or public relations.
- Proficient in using Facebook, Instagram, LinkedIn and other social media platforms with a passion and skill for identifying the latest trends and technologies.
- Experience in Mailchimp, Humanitix, Teams Events, Zoom, web content management knowledge.
- Skills in content creation including graphic design in Canva, Adobe Creative Suite and video shooting and editing.
- Strong verbal and written communication skills with excellent attention to detail and the ability to write for different audiences.
- High degree of professionalism with excellent interpersonal and stakeholder management skills.
- Ability to develop and apply creative, workable solutions.
- Highly organised and able to manage projects, balance a number of conflicting priorities and respond to changing demands.
- A team player and able to work collaboratively.
- Proactive, keen to learn and willing to roll up your sleeves and get the job done, even in situations where the work is outside the scope of your respective role.

Desirable characteristics include:

- A strong writer and storyteller with the ability to communicate creatively.



- Awareness of policies and issues relevant to mental health reforms in Australia.
- An awareness of the news, media and social media landscape within Australia.
- Experience working in a hybrid, small team environment with a community-based organisation.

