

Communications and Public Engagement Officer

Hybrid in Melbourne (Office: Forest Hill)

3–5 days/week (0.6 - 1.0 FTE)

Reporting to the Associate Director

Remuneration appropriate to the position and the not-for-profit sector

Commencing January/February 2026

Role Purpose

The Communications and Public Engagement Officer is responsible for the overall creation, delivery, and strategic management of ISCAST's public-facing content and digital platforms.

The objective of this role is to significantly increase ISCAST's visibility and influence by strategically positioning the organisation and its content in relevant Christian and secular media environments, with a particular focus on engaging Generation Z. This includes ensuring clear, consistent, and engaging communication with ISCAST's valued donors and friends to foster ongoing support and connection.

Key Responsibilities

A. Content Strategy and Production

- **Content Generation:** Personally produce high-quality, engaging written content for diverse platforms, ranging from short social media posts and emails to articles and reports (up to 2,000 words).
- **Editorial Management:** Enlist, edit, proofread, and finalise content produced by other writers, ensuring clarity, accuracy, and adherence to ISCAST's style and theological/scientific integrity.
- **Audience Development:** Develop and execute a content strategy that effectively reaches and engages diverse audiences, including a focus on Generation Z, through appropriate digital channels and content formats.

B. Public Relations and Media Engagement

- **Media Outreach:** Proactively identify and engage with Christian and secular media outlets (radio, print, online) to pitch stories, opinions, and expert commentary.
- **Profile Raising:** Develop and implement strategies to ensure ISCAST is recognised as the leading voice in the science-faith dialogue across Australia.

C. Digital and Constituent Communications

- **Social Media:** Develop and execute ISCAST's social media strategy, managing all primary channels, driving engagement, and using performance metrics to strategise and report on the progress of increasing ISCAST's public profile.
- **ISCAST Email Management:** Manage the production and distribution of emails and newsletters to ISCAST members and supporters, ensuring communications are timely, accurate, and clearly articulate ISCAST's value and needs to donors and friends of ISCAST.

D. Organisational Support and Strategy

- **Flexibility and Teamwork:** Operate flexibly within a small team, supporting other organisational needs and projects outside of core responsibilities as required.
- **Strategic Input:** Provide strategic advice and input into fundraising strategy and the high-level relationship management strategy for key stakeholders.

Key Selection Criteria

The role is flexible and may be shaped to suit the background and strengths of the person appointed. However, the following is likely to describe the successful candidate:

- **Christian Faith and Mission Affirmation:** Active personal Christian faith and demonstrable alignment with, and affirmation of, the ISCAST vision, mission, and values.
- **Writing and Editorial Excellence:** Proven track record as an excellent writer and editor across short and long-form formats.
- **Strategic Communication and Public Relations:** Demonstrated ability to develop and execute a communication strategy that secures coverage in diverse media and raises organisational public profile.
- **Digital Platform Management and Audience Targeting:** Proven success managing an organisation's social media presence and developing digital content tailored for specific audiences, including younger generations.
- **Organisational and Interpersonal Skills:** Highly organised, collaborative, flexible, and capable of working effectively in a small team environment and managing competing deadlines.

It would be helpful if the candidate had some of the following experience:

- Experience contributing to or leading the development of strategic fundraising plans and high-level relationship management frameworks in the not-for-profit sector.
- Experience producing and editing short videos.
- Experience with event management.
- Graphic design, including typesetting experience.

How to Apply

Please submit your CV and a cover letter addressing the Key Selection Criteria to contact@iscast.org by 5 January 2026, however applications will be considered as they arrive and the role may be filled prior to the closing date.