



Office of Steph Hodgins-May
Australian Greens Senator for Victoria

POSITION DESCRIPTION

Media and Communications Adviser

Location: Melbourne, with frequent travel to Canberra and other locations

Classification: Electorate Officer B, ongoing

Work pattern: Full time

Salary range: \$110,690 plus 15.4% superannuation

Reports to: Chief of Staff

Start date: September

ABOUT STEPH

Steph Hodgins-May is the Australian Greens Senator for Victoria. She took her seat in Parliament in May 2024 and is the Greens spokesperson for early childhood education, democracy and resources, and assistant spokesperson for climate and energy.

Steph has a background in environmental law and has been an adviser to the United Nations and the Head of Pacific for a major international not-for-profit, working in strong allyship with Indigenous frontline Pasifika communities for climate justice.

Steph is committed to using her position in the parliament to fight the combined climate and inequality crises and work with grassroots communities to build collective power.

ABOUT THE ROLE

In this role, you will lead the delivery of media and communications strategies to promote Steph's work, raise her public profile, amplify the Greens' vision, and support key campaigns and initiatives. Your work will help shape public debate, grow our movement, and strengthen connections with communities across Victoria and nationally.

As Media and Communications Adviser, you'll shape and maintain clear, consistent key messages across all platforms and audiences. You'll develop proactive and reactive story ideas, write speeches, op-eds, media releases, and talking points, and produce persuasive content that communicates complex ideas simply and powerfully. You'll also manage

day-to-day media engagement, coordinate appearances and interviews, and lead daily media monitoring to inform strategy and guide timely responses.

A key part of the role involves leading campaign communications, developing overarching campaign messaging, writing supporter emails and copy for key moments, and overseeing the creation of campaign materials. You'll work closely with the Social Media Manager to ensure digital content aligns with broader messaging and communications goals, providing direction and input on digital copy and strategy.

You will be part of a small, collaborative, and high-performing team alongside the Senior Policy Adviser and Social Media Manager. The role requires strong political judgment, initiative, and the ability to work quickly and strategically in high-pressure environments.

Reporting to the Chief of Staff, you'll be required to travel to Canberra, across Victoria, and interstate to support the Senator during sitting weeks and key events.

In this role, the Media and Communications Adviser will:

- Provide media and messaging advice to the Senator and the digital team
- Lead the implementation of the Senator's media and communications strategy
- Liaise with media, including fielding requests and developing and managing relationships with key journalists and producers
- Write and distribute media releases, statements, and opinion pieces
- Coordinate press conferences and media events
- Conduct daily media monitoring and brief the Senator on key developments
- Oversee digital content creation and advertising campaigns, collaborating with the Social Media Manager
- Manage the Senator's website content and campaign communications, including printed materials
- Ensure messaging aligns with office priorities and the Greens' broader strategy
- Produce reports and analytics to inform communications efforts
- Assist with risk and crisis communications and timely media responses
- Support the Senior Policy Adviser as needed, including contributing to speechwriting and parliamentary materials

SKILLS AND EXPERIENCE REQUIRED

- Experience in media relations, strategic communications, or journalism, preferably within political or advocacy settings
- Strong and versatile writing skills across traditional media, digital platforms, email/web marketing and campaign communications.
- Proven ability to craft compelling, creative, and persuasive messages that resonate with diverse audiences and drive engagement
- Demonstrated digital communication skills, with the ability to create engaging and effective content
- Strong analytical skills, with demonstrated capacity to comprehend complex issues, think strategically, and adapt to rapidly changing circumstances
- Demonstrated understanding of the Australian media and political landscapes

- Ability to work collaboratively and effectively as part of a small team under time constraints and strict deadlines
- Strong organisational skills, including time management and meticulous attention to detail
- Passion for progressive politics and commitment to the Australian Greens' values and policies

DESIRABLE SKILLS AND EXPERIENCE

- Experience in the use of Adobe Creative Suite, Canva and Capcut
- Experience developing and executing successful digital advertising campaigns

PAY AND CONDITIONS

The position is offered under the Members of Parliament (Staff) Act 1984, and employment conditions are outlined in the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](#).

The position is offered at an Electorate Officer B classification with a salary of \$89,793 per annum. In addition to the salary, an additional Electorate Staff Allowance is offered in recognition of long and irregular hours, in lieu of overtime pay. This allowance will be \$20,897 per annum.

A probationary period of three months will apply and may be subject to extension by a maximum of two months. All employees are expected to sign a confidentiality and code of conduct agreement before the commencement of their employment.

Generous employer sponsored superannuation of 15.4% also applies, as does travel allowance for any work-related overnight travel.

The successful applicant will be required to comply with their obligations under the [Behaviour Codes and Standards](#).

HOW TO APPLY

Please email a two-page cover letter addressing the selection criteria and roles and responsibilities, along with your resume, to victoria@senatorsteph.com by 11.59 pm on the 25th of August. Applicants who progress to the next stage will be required to complete a written task.

For further information, please contact Victoria Taylor at 0475554027 or victoria@senatorsteph.com, using the subject line: Media and Communications Adviser enquiry.

The Australian Greens are an equal opportunity employer. We encourage applications from any interested and qualified people. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. We don't discriminate on the basis of sex, age, race, religion, sexual

orientation, gender identity or disability. We welcome people with lived experience of racism and those from diverse communities to apply for all our roles.
