

Senior Communications Officer

About us

Cancer Council Australia is the nation's leading non-government cancer control organisation, focused on reducing the impact of cancer through research, prevention, and support. We work alongside the community, health professionals, and government to provide trusted information and services to those affected by cancer. With a mission to save lives and create a cancer-free future, Cancer Council offers a purpose-driven workplace where everyone can make a meaningful difference to help improve outcomes for people affected by cancer. We value diversity and offer a wide range of benefits including:

- Great salary packaging benefits
- Flexible work options
- 20% discount at CCA retail outlets

Our Culture

At Cancer Council Australia, we embrace diversity, celebrate differences and inspire each person to be their authentic self at work. As we strive to represent the communities we serve, we welcome and actively encourage applications from Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, people with a disability, the LGBTQI community, people with neurological differences, mature age workers, as well as parents and carers returning to the workforce.

About the role

The Senior Communications Officer sits within the National Communications team in the Cancer Control Campaigns and Communications division and is responsible for developing and executing national media and communications activity. The Senior Communications Officer will demonstrate strong media relations, written communications and stakeholder engagement skills and a passion for purpose-led storytelling, contributing to, building and protecting the Cancer Council brand and reputation.

Primary Accountabilities

- Develop and deliver media and communications strategies.
- Develop media materials including key messages, media releases, pitches and written commentary. Ensure effective and consistent messaging and brand alignment.
- Prepare briefing materials and key message documents for national spokespeople ahead of media engagements and interviews.
- Facilitate media training to key national spokespeople for Cancer Council.
- Translate complex content or concepts into accessible, culturally safe and relevant communications, tailoring messaging for different audiences.
- Develop and adapt copy for paid, earned, and owned channels, ensuring content aligns with audience needs, channel tactics, and project milestones.
- Act as the key point of contact federation stakeholders, gathering communications requirements, key messaging and FAQs, managing approvals, and implementing feedback to deliver final, fit-for-purpose materials.
- Drive media relations activity, including pitching stories to relevant journalists, responding to reactive media enquiries, coordinating and briefing spokespeople, and developing written responses and quotes for publication.

- Work with relevant committees and stakeholders to ensure all communications activity is aligned with organisational priorities and messaging. Collaborate with internal teams to ensure timely and effective implementation of communications strategies.
- Identify, onboard and manage relationships with people impacted by cancer who share their stories in communications activity.
- Support in the identification and mitigation of federation-wide risk regarding communications activity.
- Drive reporting on communications strategies to key stakeholders, including monitoring and measurement of proactive, reactive and incidental coverage, press office and earned media performance. Identify key insights to optimise strategies and execution.

Selection Criteria Essential

- 5 or more years' experience in communications or media relations in either an in-house or agency environment.
- Passion for public relations, media relations and marketing.
- Interest in accurately communicating about health issues, support services and improving equity.
- Excellent attention to detail.
- Highly developed organisational skills.
- Outstanding written and oral communication skills.
- Excellent judgement and interpersonal skills.
- Excellent new sense and understanding of Australian media.
- Experience in complex stakeholder communications or engagement.
- High computer literacy, including experience with word processing, spreadsheet, database and presentation programs.

Desirable:

- Tertiary qualifications in communications, public relations, journalism or related field.
- Experience delivering media relations for behaviour change, service delivery or social marketing campaigns.
- Understanding of and commitment to the not-for-profit sector.

How to Apply

Please email your cover letter (one to two pages) demonstrating how you meet each of the selection criteria as outlined in the position description, along with your current CV, a portfolio of your most recent work and two work related referees to hr@cancer.org.au

Applications close: **11.59pm – Thursday, 25 September 2025**

No recruiters please