

Position Description Communication and Administration Cadet

Location:	NSW Hunter Region (Thornton)
Date position description approved	12 June 2026

Description

Supporting the Hunter JO’s communications, graphic design, administration, events and advocacy activities including stakeholder engagement, project coordination, research and general administrative support to promote the organisation’s strategic regional priorities.

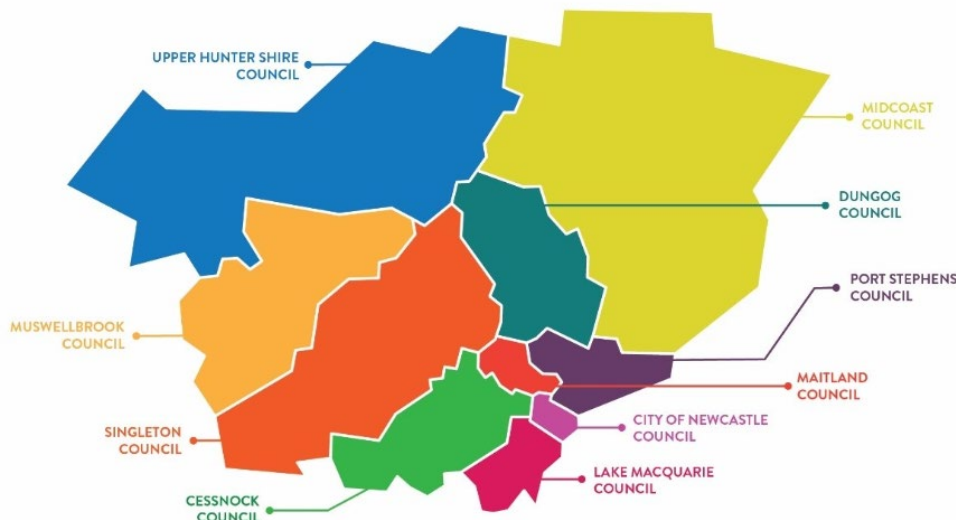
The Organisation

The Hunter Joint Organisation (Hunter JO) is a collaborative organisation of the ten Councils of the Hunter region of New South Wales that facilitates the delivery of strategic advocacy and program outcomes for the entire region. Our principal statutory functions include:

- Regional strategic planning and priority setting
- Intergovernmental collaboration
- Shared regional leadership and advocacy

Being a hub for local government collaboration, the Hunter JO provides a united and local voice for communities throughout the Hunter region. The Hunter JO is a growing organisation, with an exciting and diverse range of advocacy initiatives and programs that are delivering real outcomes for our region.

The Board of the Hunter JO comprises the Mayors of the ten Councils of the Hunter Region.





4 Sandringham Avenue, Thornton,
NSW 2322 - 02 4978 4020
www.hunterjo.nsw.gov.au

Our values

Collaboration is key to our success. It allows us to create innovative solutions, efficient processes, improved culture, and is a defining strength for our organisation. Our focus on place-based leadership and collaborating with Councils, government, industry and community partners on the region's key issues and priorities makes the Hunter JO a dynamic, innovative and exciting organisation in which to work.

Purpose of the Role

The Communication and Administrations Cadet supports the Hunter JO team across communications, administration, events and advocacy activities. This cadetship provides an opportunity for a student undertaking study or recently completed, to gain practical experience in communications, stakeholder engagement, administration and local government operations within the organisation.

The role assists with communications, social media management, graphic design, event coordination, advocacy support and general administration. The cadet will work closely with the Hunter JO team to support the delivery of regional initiatives, events and communications that promote the Hunter region and the Hunter JO's strategic regional priorities.

Key Responsibilities of the Role

Communications and Media

- Assist with updating and maintaining the Hunter JO website, including drafting and editing content using platforms such as WordPress.
- Assist in preparing internal and external newsletters and other digital communications materials using platforms such as Campaign Monitor.
- Assist with developing and scheduling social media content across LinkedIn, Facebook and Instagram, and monitor social media accounts for engagement.
- Assist with basic video content creation, editing and publishing across digital channels.
- Support media and communications activities, including drafting media releases, talking points and communication materials.
- Assist with proofreading and formatting reports, presentations, papers and communication materials.
- Provide graphic design and document formatting support using platforms such as Adobe and Microsoft Word.



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Advocacy and Project Support

- Assist with research and preparation of briefing notes, advocacy materials and correspondence.
- Assist with monitoring advocacy and project activities for reporting purposes.
- Gather and analyze information to support regional advocacy and strategic priorities/direction.

Administration and EA Support

- Provide general administrative and executive support to the Hunter JO team.
- Assist with diary coordination, inbox monitoring and correspondence management.
- Support the preparation of meeting agendas, minutes and outcomes.
- Assist with maintaining organisational filing systems, templates and databases.
- Support office administration tasks including booking resources and ordering office consumables.

Event Coordination

- Assist with planning and coordinating meetings, workshops and events.
- Support event logistics including venue bookings, catering, equipment coordination, registrations and event setup/pack down.
- Assist with preparing event materials, attendance lists, name tags and notes following events.

General

- Undertake other duties, projects or tasks as directed from team that are within the cadet's skills, competence and training.

Key Challenges

- Managing competing priorities and effective communication across communications, administration, event support and advocacy activities.
- Working within a fast-paced and collaborative team environment.
- Maintaining attention to detail while working across multiple projects and tasks.

Reporting

- Reports to: Advocacy & Government Relations Lead
- Work closely with: Executive Officer Hunter JO and Administration & Events Officer.



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Essential Requirements

1. Interested in, currently undertaking or completed tertiary studies in communications, marketing, media, business administration, event management, public relations, government, or another relevant discipline.
2. Good written and verbal communication skills.
3. Strong organisational and time management skills with the ability to manage multiple tasks.
4. Ability to work collaboratively in a team environment and show initiative when working independently.
5. Good interpersonal skills and ability to communicate professionally with a wide variety of stakeholders.
6. Competence with Microsoft Office programs including (Outlook, Word, PowerPoint, Excel) and Adobe.
7. Attention to detail and willingness to learn new systems and technologies.
8. Class C NSW Driver Licence (preferred).

Desirable Requirements

1. Experience using social media platforms.
2. Experience with website platforms, digital communications tools or graphic design software.
3. Experience assisting with events, administration or communications activities.
4. Knowledge of platforms such as Campaign Monitor, Canva, WordPress or similar systems.
5. Experience in administration, event, communications or advocacy.