

The Babes Project Australia

Position Description: Comms & Content Volunteer

The Babes Project is seeking passionate and capable volunteers to join our growing team. As we continue to strengthen our programs, expand our reach, and build sustainable impact, we're looking for committed team players who bring energy, organisation, and heart to the work we do. Admin team volunteers contribute a minimum of 4-6 hours per week and play a vital role in supporting our mission.

This is your opportunity to be part of a rewarding and purpose-driven environment where your time and skills will help empower vulnerable women and their families across Australia.

Location: Frankston (potential for hybrid)

Hours: Minimum 4-6 hours per week on Monday, Tuesday or Wednesday

Purpose

The Comms and Content Volunteer plays a key role in helping The Babes Project share its message, engage supporters, and build a strong, consistent presence across digital and print channels. Based at our Frankston site, this volunteer works closely with senior staff to craft compelling content, support marketing campaigns, and contribute to the overall communications strategy that helps drive awareness, connection, and support for our work with vulnerable women and their families.

Key Responsibilities

- Create written content for use across various channels, including social media, website, email newsletters, print materials, and internal communications.
- Support the development and execution of marketing and engagement campaigns, including Giving Day, fundraising events, and program launches.
- Assist with content planning, scheduling, and publishing using digital tools and platforms.
- Ensure all communications reflect The Babes Project's tone, values, and messaging standards.
- Conduct interviews and gather stories from team members or women in our programs (where appropriate) to help bring our impact to life.
- Help maintain media and content libraries, including photos, templates, brand assets, and written resources.
- Contribute to reporting and analytics to help track the reach and effectiveness of communications activity.
- Collaborate with the team to brainstorm creative content ideas and improve audience engagement.
- Champion The Babes Project's mission and culture by communicating with authenticity, care, and respect in all storytelling and outreach efforts.

Experience / Skill Requirements

We're looking for someone who brings creativity, clarity, and heart to this role - someone who is passionate about using their communication skills to elevate the voices of vulnerable women and help tell the powerful story of The Babes Project.

The ideal volunteer will bring the following experience and attributes:

- Strong writing and content creation skills, with a portfolio or examples of social media, web, blog, or marketing content.
- Experience or interest in marketing, communications, journalism, or public relations - ideally within a not-for-profit, health, or community setting.
- An understanding of how to tailor messages for different platforms and audiences, with a keen eye for tone, language, and visual consistency.
- Confidence using digital tools, including social media scheduling platforms, Canva or design templates, Google Workspace, and email marketing tools.
- A collaborative, proactive approach - someone who enjoys working with others to generate ideas and deliver engaging campaigns.
- A mature and thoughtful approach to storytelling, with a strong sense of empathy and sensitivity when working with vulnerable populations.
- Ability to manage multiple tasks, prioritise deadlines, and bring structure to creative work.
- Physical capacity to sit or stand for periods over 30 minutes, climb stairs, and occasionally lift or carry items up to 10kg.
- A non-judgmental, compassionate attitude with a commitment to The Babes Project's mission.
- Respect for confidentiality and professional boundaries, particularly in handling personal stories and sensitive information.

Our commitment to Child Safety

The Babes Project is committed to operating as a child safe organisation. We seek to protect children in everything we do, creating safe spaces for children and families, where young people are valued, respected and empowered. We do not tolerate any behaviour which constitutes grooming or child abuse. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds. We will also provide a safe and respectful environment for children with a disability and children who identify as LGBTQIA+. In summary, we work to ensure all individuals are treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.