



The Loop Australia

Role title	Communications Officer
Role kind	Part time
Hours	Three days per week (22.5 hours / week)
Award	SCHADS 5.1
Location	Melbourne
Timing	Project concludes June 2026
Reports to	The Loop Australia Victorian Drug Checking Director

About The Loop Australia

The Loop Australia is a not-for-profit organisation established in 2018 to develop the sustainable provision of drug checking services in Australia. We are a sister organisation to The Loop UK which formed in 2013 and has provided drug checking for the public since 2016. The Loop Australia has been a mostly volunteer-based organisation, with teams of chemists, health professionals and researchers based in Victoria, New South Wales and Queensland.

The Loop Australia Vision: A safer society where everyone can access accurate, timely, and relevant information to make more informed decisions about drugs.

The Loop Australia Mission: Deliver a world-class drug checking service and disseminate information about drugs to individuals, service providers and policy makers.

Background

In 2024, the Victorian Health Minister announced the Victorian Government's support for the delivery of drug checking services. Victoria Health sought invitations from service providers to deliver services from both fixed locations and mobile locations (e.g. music festivals). A partnership led by Youth Support and Advocacy (YSAS) in partnership with Harm Reduction Victoria (HRVic), Melbourne Health (MH), Youth Projects (YP) and The Loop Australia (TLA) were successful and have been contracted to deliver the service. Service delivery commenced in Melbourne in December 2024, and will provide drug checking services at 10 festivals or events through the 18 month trial, and a fixed site being established Mid-2025. The contract end date is June 2026.



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Position Overview

The Communications Officer will play a key role in developing and implementing the communications strategy for the Victorian Drug Checking Service. Working closely with our partners at Harm Reduction Victoria, this role will ensure clear, effective, and engaging communication with key stakeholders and the broader community. Responsibilities include managing social media channels, designing reports and other communication materials, and assisting in the development and delivery of timely alerts based on drug checking findings.

Duties and responsibilities of the Communications Officer include:

- Develop and implement a communications strategy for the Victorian Drug Checking Service in collaboration with Harm Reduction Victoria.
- Manage and create content for social media channels
- Assist in the development and delivery of public alerts based on drug checking findings, ensuring timely and accurate information dissemination.
- Design and produce reports, infographics, and other communication materials to support service delivery
- Support the development and maintenance of the service's website and other digital communication platforms.
- Monitor and evaluate communication efforts, providing insights and recommendations for improvement.
- Assist with internal communications to support staff and volunteers in delivering consistent messaging.

Qualifications, skills and experience

This role requires professional qualifications and / or experience in any of the following areas:

- Communications
- Social media
- Digital technology
- Graphic design

Highly Desirable

- Qualifications and / or experience in alcohol and other drug treatment / harm reduction settings



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Key Selection Criteria

1. Communications & Content Creation – Demonstrated experience in developing and implementing communication strategies, including social media management and content creation.
2. Strong Writing & Design Skills – Proven ability to write, edit, and design clear, engaging content for various platforms, including reports, alerts, and social media. Experience with design tools (e.g., Canva, Adobe Suite) is desirable.
3. Understanding of Harm Reduction & Public Health – Knowledge of harm reduction principles and drug policy, or a willingness to learn and engage with these topics in a communications role.
4. Stakeholder Engagement – Ability to collaborate with partner organisations and government agencies.
5. Organisational & Digital Skills – Strong ability to manage multiple tasks, meet deadlines, and maintain high-quality outputs, with experience in digital tools such as social media platforms, website management, and email marketing.

Guiding Principles and values

The Loop Australia requires all staff and volunteers to commit to the following principles and values.

Guiding principles:

- We collaborate towards shared goals
- Our services are informed by the people we serve
- We learn by generating, reviewing and applying evidence
- We work efficiently and adapt as situations change
- We do what's possible while working towards our vision

Values:

- Integrity
- Excellence
- Empowerment
- Inclusivity

Diversity:

We encourage applications from people who have lived experience of drug use. We also encourage First Nations people, people with a disability, LGBTIQ+ and other sexuality, gender and bodily diverse people and people from culturally and linguistically diverse backgrounds to apply. We are committed to removing barriers for people from these communities, so let us know if there's something we can do to make it more possible for you to apply by confidentially contacting cam@theloop.org.au.



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To apply for this role please send an email to admin@theloop.org.au with the subject heading 'Victoria Communications Officer'. Please include:

- An overview of your qualifications and experience
- A one to two page statement that addresses the five key selection criteria
- A copy of your current CV

You can contact Sarah on sarah@theloop.org.au with questions about the role.