

Role Description

Communications and Events Coordinator



Organisation	Caxton Legal Centre
Business Unit/Practice	Operations Team
Location	Brisbane
Reports to	Communications and Community Engagement Lead
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 4 – Full Time
Approved By	COO
Date of Approval	November 2025

Overview of Caxton

Caxton Legal Centre is a community legal centre whose purpose is to promote and protect human rights in Queensland through access to justice. Caxton provides accessible legal information so people know their rights and can prevent or respond to legal problems. Prioritising those who experience disadvantage, trauma and marginalization, Caxton provides free, high-quality legal assistance and social supports. Caxton advocates for reform to unfair laws, policies and systems. Working collaboratively with volunteers and community partners, Caxton reaches underserved populations. We do all of this to create a more just and inclusive Queensland.

Our vision:

A just and inclusive Queensland.

Our values:

Caxton approaches people and its work in the community with a commitment to:

- Accountability and Responsibility - going above and beyond what is expected
- Compassion and Empathy - showing our genuine concern for others
- Respect – valuing all people no matter what
- Integrity - saying and doing the right thing
- Collaboration - believing in the power of working with others

Primary purpose of the role

Reporting to the Communications and Community Engagement (CCE) Lead, this role will help facilitate communication of public information about Caxton's services, support Caxton's program teams, and assist the CCE Lead in building new connections and partnerships to reach more communities in need of Caxton's services.

Key accountabilities

- Help the CCE Lead plan and coordinate strategic external communications initiatives that promote understanding of who Caxton is, its programs and services, and the social-legal campaigns we support.
- Provide administrative support to the CCE Lead in attending to staff needs relating to communications and engagement.
- Help monitor and maintain internal communication support management systems to ensure requests are serviced in a timely manner
- Liaise with community partners to effectively communicate our service updates, campaigns, and advocacy
- Respond to requests for legal education sessions from community groups and service organisations
- Coordinate communication between community/sector partners and Caxton staff in the delivery of legal education sessions and community events
- Provide administrative assistance on initiatives supporting Caxton's First Nations Justice Strategy
- Assisting the production and publication of Caxton's self-help resources, social media content, and all other written publications
- Provide assistance in the planning and delivery of events and fundraising activities that support Caxton's strategic priorities
- Any other duties as directed by the Line Manager

Key challenges

- Managing all the administrative needs of the Communications and Community Engagement team
- Producing written materials in audience-appropriate language and design
- Maintaining Caxton's digital data and communication in a way that is accessible to people from diverse backgrounds and including support for diverse accessibility needs

Key relationships

Who	Why
Internal	
Communications and Community Engagement Lead	• For strategic direction, approval of content and line management
Operations Team	• To help facilitate communications-related requests that may involve access to Caxton assets or engaging external stakeholders/suppliers
Legal and social work staff	• To assist staff with communications-related support requests
External	
Suppliers, contractors	• To facilitate smooth delivery of communication collaterals and other engagement materials
Referral partners, key stakeholders	• Improve impact of activities via careful coordination and planning

Role dimensions

Decision making

Provide advice and feedback on internal and external opportunities to streamline processes

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Advanced written communication skills
- Strong attention to details for editing documents and content
- Ability to work with a broad range of technologies and software packages, including Microsoft Office Suite, desk top publishing, website information update and maintenance, and social media management tools and content planners.
- Basic proficiency in Adobe InDesign and Canva
- Experience with WordPress website system is desirable
- Ability to work collaboratively
- Have an unrestricted working right in Australia for the duration of this appointment to apply.

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges, and relationships contained within. I accept that I will observe them fully during my employment.

Staff member signature:

Staff member name:

Date: