

Engagement and Advocacy Communications Internship



Position Description

Communications Intern

ABOUT WIL AUSTRALIA

Work-Integrated Learning Australia LTD (WIL Australia) is the national professional association for practitioners and researchers from the tertiary education sector, industry, community and government representatives, involved in work integrated learning (WIL) and collaborative education in Australia.

Our goal is to lead the advancement of WIL in Australia through collaboration with the higher and vocational education sectors, students, industry, community and government.

Specifically, WIL Australia exists to:

- Enhance the student learning experience;
- Recognise and promote excellence in WIL including practice, curriculum, scholarship, research, innovation and evaluation;
- Facilitate exchange of information and sharing of knowledge relevant to WIL;
- Promote co-operative partnerships between industry and educational institutions, students and governments both nationally and internationally.

More information about WIL Australia can be found at [WIL Australia | Home](#)

THE OPPORTUNITY

The Communications Planning Intern will support WIL Australia to develop a fit-for-purpose sustainable communications plan. The role will focus on reviewing current communications practices, engaging key stakeholders, and producing a practical communications plan and supporting tools.

The opportunity will see the intern:

- Undertake a desktop review of WIL Australia's existing communications, including the website, newsletters, social media, reports, and events
- Review relevant strategy and advocacy documents to ensure alignment
- Support stakeholder consultation through interviews or surveys with Board members and selected stakeholders

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- Synthesize findings into clear insights on current-state and future communications needs
- Draft and iterate a comprehensive communications plan under supervision
- Develop practical supporting tools, such as an audience–message–channel matrix, indicative communications calendar, and templates or guidelines
- Incorporate feedback from the supervisor and Board representatives into final deliverables

The intern will be appointed for a fixed-term, project-based period of approximately 10-12 weeks. The role will be a paid position, with compensation set at an hourly rate of \$32.00 (inclusive).

The role may be undertaken remotely, with flexibility around hours (Estimated 25 hours per week across 10–12 week period) to support study or other commitments, subject to agreed project timelines.

The successful candidate will be appointed as a contractor with WIL Australia and will require their own Australian Business Number (ABN).

The internship may, or may not, meet criteria for credit-bearing study. Any arrangements regards credit for study are a matter for the successful candidate and their institution.

Skills and Experience

Essential

- Study or experience in communications, public relations, marketing, policy, or a related field
- Strong written communication skills
- Ability to analyse information and synthesise clear, practical insights
- Strong organisational skills and ability to work to agreed timelines
- Confidence engaging with stakeholders in a professional context

Desirable

- Familiarity with not-for-profit, peak body, or higher education contexts
- Interest in Work-Integrated Learning, employability, or advocacy

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Support and Development

The intern will receive structured supervision from the Engagement and Advocacy Committee Co-Chairs. This will include regular check-ins, feedback on draft work, and guidance at key project milestones.

Through the appointment, the intern will gain exposure to governance and advocacy processes within a national peak body, as well as practical experience in strategic communications planning.

Application Process

Applicants are required to submit a cover letter that outlines their skills and attributes in response to the selection criteria (no more than two pages), and a curriculum vitae to admin@wilaustralia.edu.au.

If an applicant has any queries regarding the application process or opportunity they should contact Nicola Fish, Co-Chair of Engagement and Advocacy Committee, on nfish@swin.edu.au

Applications Close: 24th April 2026