



Position Description

Graphic Designer

Organisational Context

In 2021, Domestic Violence Victoria (DV Vic) and the Domestic Violence Resource Centre Victoria (DVRCV) have merged to become a new entity.

This merger brings the peak body for Victoria's specialist family violence services supporting victim survivors together with the state's only specialist family violence Registered Training Organisation; combining our strength, capacity and resources for greater impact.

Our work is underpinned by intersectional feminism – as set out in the *Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors* – informed by an understanding of the gendered nature of violence and with the interests of all victim survivors at the heart of everything we do.

We apply a specialist lens across primary prevention, early intervention, response and recovery to:

1. Develop practice and support workforces
2. Strengthen and connect organisations, sectors and systems
3. Build momentum for social change
4. Build a strong peak organisation

We are in the process of re-branding the merged organisation to ensure a truly collaborative and equal new peak body.

Diversity and Inclusion

DV Vic/DVRCV is committed to providing flexible and accessible working arrangements for everyone. This includes Aboriginal and Torres Strait Islander people, people with disability, culturally, religiously and linguistically diverse people, young people, older people, and gay, lesbian, bisexual, transgender and gender diverse, intersex and queer people. We recognise the strength and value in diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all.



Role Context

The Graphic Designer will work closely with the Communications Manager, Communications Team and colleagues across the organisation to develop and implement a communications plan for the next twelve months and deliver content that meets key milestones and activity. Central to the success of the communications plan is a successful launch campaign to introduce and celebrate the merged organisation's new identity and branding.

The Graphic Designer is a new, fixed-term role which will support the delivery of a range of project-based and business as usual activities, with a primary focus on graphic design and developing content and resources in various formats, particularly digital.

Organisational Values

We are accountable, act ethically and have integrity.

We are independent, expert and trusted.

We work with care, kindness and compassion.

We create our own future.

We strive for gender equity and a socially just world.

Position specifications

Role title:	Graphic Designer		
Located:	Carlton South – Melbourne and working from home	Classification Level / Award:	DV Vic Level 5.1 As per DV Vic Enterprise Agreement 2017



Employment Period:	Fixed-term, part-time contract to June 2022.	Remuneration:	<p>Hourly rate: \$43.8422</p> <p>Annual Remuneration: \$86,632 (pro rata) plus superannuation</p> <p>Salary sacrificing arrangements are offered within Australian Taxation Office guidelines</p>
Reporting structure:	<p>Reports to the Communications Manager</p> <p>No line management responsibilities, however, this role may be responsible for managing relationships with contractors and external suppliers from time to time.</p>		
Hours and basis of employment:	<p>Part time 0.8 EFT</p> <p>DV Vic/DVRCV standard working hours are 7.00am to 7.00pm, Monday to Friday and flexible work options are available.</p>		

Position Responsibilities	
Key responsibilities	<ul style="list-style-type: none"> • Produce assets to support across a wide range of content, including practice resources, website, editorial content, social and email • Develop and deliver tools and resources to support professionals working in family violence prevention and response • Develop and design digital and print publications, templates and collateral, in line with new visual identity • Contribute to the expansion of new brand style guidelines, as these are applied to the above products • Design, collate, build and send regular email campaigns in line with the communications calendar • Update digital modules and assets on the organisation’s new website, in line with themes, campaigns or events. • In collaboration with the Communications Team, ensure the organisation’s brand and messaging is consistent across all communications • Participate in all areas of shared responsibility as a member of the Communications Team, supporting reporting, administration and other



	<p>BAU and project-based communications and engagement activity as required</p>
<p>Organisational Expectations (same for all staff)</p>	<ul style="list-style-type: none"> ● Work within and contribute to a culture based on an intersectional feminist framework, as set out in the <i>Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors</i>, that recognises all family and gender-based violence has its roots in patriarchal and structural inequalities. ● Adhere to DV Vic/DVRCV's values in all internal activity and when representing the organisation ● Participate in, and contribute to, staff meetings, events and celebrations ● Identify professional development needs and share new knowledge with others ● Support the development of new resources, policies and practice ● Adhere to all policies in the DV Vic/DVRCV Policy Manuals ● Other duties as required
<p>Key Selection Criteria</p>	
<p>Qualifications</p>	<ul style="list-style-type: none"> ● A tertiary qualification in design, or another relevant discipline will be highly regarded
<p>Skills and Experience</p>	<p><i>Essential</i></p> <ul style="list-style-type: none"> ● At least two years' work experience in design, including digital design, for a range of audiences ● High level confidence and comfort using design software including Adobe Creative Suite ● Experience using Mailchimp, WordPress, Drupal and/or other web, marketing and content management platforms ● An understanding, and/or lived experience, of the ways that gender inequality intersects with other forms of inequality and oppression to limit people's access to services, support, and safety ● Experience managing projects from initiation to delivery, particularly in asset project management ● A keen interest in user-centred communication and information design, accessibility, inclusion and equity



	<ul style="list-style-type: none"> • Excellent interpersonal communication and collaboration skills • Demonstrated organisational skills and ability to manage time independently, prioritise and manage competing demands • Ability to work independently and flexibly, as well as cooperatively as part of a team <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Familiarity with digital accessibility standards • Ability to create simple animation and GIFs • Awareness of the drivers, dynamics and impacts of family and gender based violence
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Additional Information	
Work Health and Safety	<p>All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.</p> <p>DV Vic and DVRCV is currently working remotely, and office equipment will be provided to the successful candidate in accordance with OH&S requirements.</p>
Police Check	<p>A national police record check is required as part of the recruitment process.</p>