

POSITION DESCRIPTION

Membership Engagement & Communications Officer

**Part-time 0.8 FTE
Fixed Term Contract**

September 2022 – 29 September 2023

POSITION CONTEXT

Women with Disabilities Victoria (WDV) is the peak organisation for women with disabilities in Victoria. Our mission is to advance real social and economic inclusion for women with disabilities in Victoria by being a voice, creating opportunities to be visible and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women with disabilities.

WDV Values are:

- Equal Opportunity
- Accessibility
- Respect
- Collaboration
- Effectiveness
- Creativity
- Diversity
- Accountability

WDV communicates with community organisations, government and its members about the critical issues affecting women with disabilities via our various social media platforms.

WDV's Strategic Plan for 2021-2024 is committed to building our membership base and increasing the participation and engagement of our members throughout all areas of our work.

EMPLOYMENT CONDITIONS

Classification: **WDV Enterprise Agreement 2022**

Based on the Social, Community, Home Care and Disability Services Industry Award 2010, as of 1 July 2022.

Salary Range Level 4, Pay Point 1-4 (pro-rata of \$77,797 - \$83,711 depending on experience) plus Superannuation and Salary Packaging available.

Hours of Work: 0.8 FTE (60.80 hours per fortnight) to be worked over Monday to Thursday.

Tenure: This position is a fixed term contract from the date of appointment to Friday 29 September 2023 and may be extended subject to funding.

Position Location: Hybrid – CBD Melbourne and working from home

Probity & Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome.
- All WDV employees are required to provide a COVID certificate showing that they are fully vaccinated or provide proof of a certified medical exemption.
- Must possess Australian Citizenship, permanent resident status or applicable work visa.
- WDV is a smoke free workplace
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realizing substantive equality for women and women with disabilities.

POSITION OBJECTIVES

This position is responsible for:

- Building and strengthening WDV's membership base and the engagement and participation of Members in WDV's programs and activities.
- Communicating with all WDV Members (Members), women with disabilities, key stakeholders and the wider public in promotion of WDV activities.

KEY RESPONSIBILITIES

Membership Engagement

Work in collaboration with and take direction from the CEO / Deputy CEO and WDV Membership Committee to:

- Develop strategies to effectively engage Members.
- Promote opportunities for Members to participate in WDV programs and activities.
- Promote WDV membership and recruit new Members.
- Respond to membership-related communications and inquiries from existing and potential members.
- Promote WDV Members' stories through member-specific communications and content.
- Identify methods to enable Members to communicate and share information with WDV and each other.
- Curate and maintain the WDV database (Wild Apricot).
- Collect and review data through Member consultation.
- Plan, promote and deliver the annual Members Lunch event with support from the Marketing Coordinator.
- Plan, promote and deliver the 'Quarterly Conversations' online Member events.
- Promote WDV industry events including International Day of People with Disabilities, 16 Days of Activism, WDV Brenda Gabe Leadership Award, Annual Member lunch event and the AGM

Support the Membership Committee by:

- Preparing Membership Committee reports and attending Membership Committee meetings
- Responding to Membership Committee requests for information
- Contributing to the development of strategies to effectively communicate WDV's goals, priorities and key messages to members, key stakeholders and the wider community.

Communications

Work in collaboration with and take direction from the CEO / Deputy CEO to:

- Promote corporate publications, including the Annual Report, WDV position statements and fact sheets.
- Source content and publish WDV eNews.
- Assist the Marketing Coordinator in maintaining WDV's website and sourcing fresh content.
- Promote WDV events, news, awards and other activities
- Maintain the back of house for the WDV website.
- Ensure accessibility of all WDV communications by promoting and adhering to information access and web accessibility principles.
- Develop and maintain WDV communications manuals, guides, policies and procedures.

GENERAL RESPONSIBILITIES

The following responsibilities are required to be carried out and apply to all staff at WDV:

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships.
- Provide verbal and written reports and activities data as appropriate.
- Adhere to WDV file saving protocols and use WDV SharePoint and employee OneDrive cloud based document management system.
- Have a active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- Work within organisational policies, procedures and Enterprise Agreement
- Health safety & wellbeing requirements:
 - Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
 - Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture.

- Follow OHS standards and raise any concerns in the appropriate manner.

OHS ADVICE FOR THIS POSITION

1. This position may require the following duties to be carried out:
 - Setting up of IT, audio-visual and accessibility equipment
 - Extended time in front of screens and sitting at desks
 - Occasional overnight travel for training delivery or attending conference or events
 - Coordination of setup and delivery of training, meetings and other events
 - This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices.
2. Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

ACCOUNTABILITY

The position will report on delivery of agreed performance measures to the WDV CEO / Deputy CEO and has no direct reports.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships

- The position will work in collaboration with all members of the WDV staff including the Marketing Coordinator, and the Membership Committee.

External Relationships

- Build and maintain effective relationships with Members and key stakeholders.

KEY SELECTION CRITERIA

All 10 KSC must be addressed in your application

1. A demonstrated commitment to the values and principles underpinning WDV.
2. Solutions-focussed with excellent attention to detail, organisational, time management and prioritising skills.
3. Relevant qualifications and experience in communications and member engagement.
4. Demonstrated experience using CRM (customer relationship management) systems/database. Previous experience using Wild Apricot would be highly regarded.
5. Experience working for a member-based organisation is highly desirable.
6. Demonstrated experience creating and curating online content using Word Press, web-based software packages and social media channels.
7. Intermediate MS Office application skills (including use of Share Point) virtual platforms.
8. Demonstrated experience developing content and communications for diverse audiences.
9. Demonstrated ability to collaborate effectively in a team.
10. Lived experience of disability is highly desirable.

Social and Community Service Employee Levels

You can find a copy of the WDV Classification Structure on Salary Employee levels attached to the Job Advertisement.

For further details about the position, please contact Vikki Cummings, HR Manager at WDV Recruitment at recruitment@wdv.org.au

PD Approved: 3 August 2022