



Chief Executive Officer

Position Description

December 2025

Position Summary

Position title: Chief Executive Officer (fixed term)

Reports to: IRV Board

Location: Melbourne/Remote

Classification: \$140,000 pro rata, 0.8-1.0FTE

This position is for an LGBTIQA+ person with disability.

About the Organisation

Inclusive Rainbow Voices (IRV) is an intersectional Disabled Person's Organisation representing LGBTIQA+ people with disability. Our Board and staff are all LGBTIQA+ people with disability.

IRV was founded in 2021 by a group of LGBTIQA+ people with disability to address the lack of representation and understanding of our experiences, issues and communities.

IRV works towards equity and justice for all LGBTIQA+ people with disability. We work to abolish ableism, oppression and violence experienced by LGBTIQA+ people with disability.

IRV Launched in April 2023 and hired our first CEO in August 2023. Over this period, we have developed a range of programs, projects, key partnerships and stakeholder relationships.

IRV's activities span policy development, co-design/co-production, community events, movement building activities, peer support, research, advisory roles, conference presentations and more.

IRV is committed to creating a workplace that is inclusive, accessible and flexible. We encourage applications from people with diverse identities and life experiences. We are open to doing things differently, and we look forward to supporting the right candidate to thrive in this role.

IRV is currently operating under the auspice of Drummond Street Services. We have office space at 100 Drummond Street, Carlton, VIC. Flexible and hybrid arrangements will be supported wherever possible, however there is a requirement for some element of in-person work and work related travel. Please reach out if you would like to discuss this further.

About The Role

As the CEO of Inclusive Rainbow Voices, your role will include a broad range of activities to ensure the delivery of high quality operational outcomes to support the strategic goals of the organisation.

We are seeking a CEO for Inclusive Rainbow Voices who not only possesses the necessary qualifications and skills but also brings the invaluable perspective of lived experience as an LGBTQIA+ person with a disability. This lived experience will ensure that our advocacy efforts are grounded in authenticity and understanding.

The position involves:

Strategic Leadership

Providing strategic guidance and leadership to the organisation by setting a clear vision, mission, and objectives. Developing long-term strategies and plans that align with the organisation's goals and foster inclusivity and equality for the LGBTQIA+ disabled community.

Organisational Management

Overseeing the overall management of the organisation, including supervising staff, volunteers, and resources. Creating a positive and inclusive work environment that values diversity and promotes collaboration and teamwork. At this stage there is 1 direct report.

Advocacy and Policy Development:

Serving as a spokesperson and advocate for the LGBTIQ+ disabled community, representing their interests and concerns to policymakers, government officials, and relevant stakeholders. Influencing policy development and legislation to address the unique needs and challenges faced by this community.

Fundraising and Financial Management

Developing and implementing strategies to secure funding for the organisation's activities and programs. Identifying and cultivating relationships with donors, sponsors, and grant-making organisations to ensure financial sustainability. Effectively managing the organisation's budget and financial resources.

Program Development and Implementation

Collaborating with staff and stakeholders to design and implement programs, services, and initiatives that address the specific needs of LGBTIQ+ individuals with disabilities. This may include providing support services, organising events, conducting advocacy campaigns, and facilitating educational programs.

Community Engagement and Partnerships

Building and maintaining strategic partnerships and collaborations with other LGBTIQ+ organisations, disability advocacy groups, community organisations, and relevant stakeholders. Working together to amplify the voices and visibility of the LGBTIQ+ disabled community and to leverage resources and expertise.

Public Relations and Communication

Developing and executing effective communication strategies to raise awareness about the organisation's mission, programs, and achievements. Utilising various media platforms, public speaking engagements, and community outreach to promote inclusivity, challenge stereotypes, and advocate for change.

Monitoring and Evaluation

Establishing monitoring and evaluation mechanisms to assess the impact and effectiveness of the organisation's programs and initiatives. Collecting and analysing

data to measure outcomes, identify areas for improvement, and demonstrate accountability to funders, partners, and the community.

General administration

As IRV is a small organisation, the incumbent will also provide general support to the organisation, which may include tasks such as event coordination, preparing communications, taking meeting minutes, report writing, general administration or other tasks to support daily operations.

As the CEO of Inclusive Rainbow Voices, you play a pivotal role in championing the rights and needs of LGBTIQ+ individuals with disabilities. By providing strategic leadership, fostering partnerships, and advocating for change, you contribute to creating a more inclusive and equitable society for our communities, ensuring that our voices are heard and our rights are protected.

Key skills, knowledge and experience

Visionary leadership

Demonstrated ability to provide strategic guidance and leadership, setting a clear vision and direction for the organisation, particularly in advancing the rights and wellbeing of LGBTIQ+ individuals with disabilities.

Intersectional Advocacy

In-depth understanding of the unique challenges faced by the LGBTIQ+ disabled community and a track record of advocating for their rights and inclusion. Ability to effectively communicate their concerns to policymakers and influence policy development.

Organisational Management

Proven experience in managing a complex organisation, including supervising staff, overseeing resources, and creating an inclusive work environment that values diversity and promotes collaboration.

Fundraising and Financial Acumen

Successful track record in securing funding from diverse sources, such as donors, sponsors, and grants, to support the organisation's activities. Strong financial management skills to effectively allocate and utilise resources.

Program Development and Implementation:

Ability to lead the design and implementation of impactful programs and initiatives that address the specific needs of LGBTIQ+ individuals with disabilities.

Experience in providing support services, organising events, and conducting advocacy campaigns.

Collaboration and Partnerships:

Demonstrated ability to build and maintain strategic partnerships with LGBTIQ+ organisations, disability advocacy groups, community organisations, and stakeholders. Proven experience in leveraging partnerships to amplify voices and resources.

Effective Communication:

Strong public speaking, media relations, and community engagement skills to raise awareness about the organisation's mission and advocate for change. Ability to effectively communicate complex issues, challenge stereotypes, and engage diverse audiences.

Monitoring and Evaluation:

Experience in establishing monitoring and evaluation mechanisms to assess program impact and effectiveness. Data-driven decision-making skills to measure outcomes, identify areas for improvement, and ensure accountability.

Inclusivity and Cultural Competence:

Commitment to inclusivity, cultural competency, and understanding the intersectionality of identities within the LGBTIQ+ disabled community. Ability to create a safe and welcoming environment for individuals with diverse backgrounds and experiences.

Passion and Commitment:

Genuine passion for advancing the rights and welfare of LGBTIQ+ individuals with disabilities. Demonstrated commitment to social justice, equality, and creating positive change.

Screening requirements

- National police check
- Vulnerable Persons Check if required
- Working with Children Check
- Right to work in Australia

How to Apply

Please see the attached Position Description for a full outline of role. To apply, please send your CV and cover letter to chair@irv.org.au.

For a confidential discussion regarding this position, please email chair@irv.org.au with your best contact details, and a member of the selection panel will respond as soon as possible.

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