

POSITION DESCRIPTION

Communications and Social Media Officer

Period:	One year fixed term role (with possible extension subject to funding)
Location:	Location is flexible within Australia with access to reliable computer and internet services
Checks:	National Police Check, Working with Children Check
Hours and Salary:	0.4 FTE (15.2 hours per week/3.8 hours a day 4 days a week) Between EA Level 1.1-1.4 (2024 EA), (\$74405.24 - \$81180.32 pro rata). Range depending on experience. 12% Superannuation 17.5% leave loading (based on 4 weeks leave pro rata) Generous Not For Profit Salary Packaging available up to \$15,900 on meals and entertainment \$2,650.
Team:	Operations & Policy teams
Supervisors:	Mira Bouchmouny, Operations Director; Morgan Carpenter, Executive Director.

POSITION PURPOSE

InterAction for Health and Human Rights (InterAction) is the leading national body by and for people with intersex variations. InterAction is here for all people with innate variations of sex characteristics (IVSC) and our families. We promote the health, human rights, self-determination and bodily autonomy of intersex people in Australia. Our goals are to help create a society where our bodies are not stigmatised, and where our rights as people are respected, protected and fulfilled. To do this, we build community, evidence, capacity, and education and information resources. We deliver our work through psychosocial support, peer support and advocacy programs, including via the [InterLink](#) project.

The communications and social media officer position is a 0.4 FTE, which is 15.2 hours per week, ideally split over 4 days a week /3.8 hours a day. The role will focus on the organisation's communications with community, media, and on social media. This role will produce communications and social media content for the organisation and for the policy program. The role will also support other InterAction programs with their communications and social media. This role involves close collaboration with the Policy program, InterLink service, Peer Support program, and

Training program to highlight the work of InterAction and increase accurate information, awareness and understanding of people with an IVSC.

People born with an intersex variation are highly encouraged to apply.

DUTIES & RESPONSIBILITIES

The role will involve:

- Developing and implementing an annual communications plan, including through the planning of actions associated with key annual events such as Intersex Awareness Day, Intersex Day of Solidarity, Human Rights Day, World Day of Social Justice, National Day of Action against Bullying and Violence, World Health Day, World Mental Health Day, NAIDOC Week, IDAHOBIT, and the Day of Zero Tolerance for Female Genital Mutilation and National GiveOut Day
- Creation and scheduling of regular social media content.
- Managing and growing the mailing list and a regular newsletter.
- Engaging and growing community, including via InterActions's Facebook group and social media accounts.
- Engaging and developing media relationships to grow the profile of InterAction and our values, goals and community.

The role will also involve:

- Preparing budgets and administration frameworks needed to support communications activities.
- Identifying project partners and co-design partners, including both community and professional stakeholders.
- Development and maintenance of effective record management systems, ensuring confidentiality of community members.

SKILLS AND PERSONAL ATTRIBUTES

This position requires a demonstrated track record of direct communications and social media collaborative content creation in a diverse and multidisciplinary organisation and the ability to work independently with limited supervision.

Key Selection Criteria

Essential

- Demonstrated ability to liaise with key stakeholders to produce communications content.

- Effective co-ordination and team-building skills to engage and motivate stakeholders including staff, contractors and external partners, developing capability and potential in others to achieve organisational goals and objectives.
- Demonstrated understanding of the medical, social and legal issues and experiences of IVSC (intersex) community members (including children and parents).
- Excellent time management skills.
- Excellent presentation and public speaking skills.
- Demonstrated reliability in meeting deadlines and commitments, with an ability to set realistic goals, problem-solve and establish work priorities for self and others.
- Excellent verbal and communication skills, with the ability to communicate at all levels.
- Proven ability to take initiative and work remotely with limited supervision, but also able to work collaboratively with a small diverse team to meet the needs of management, stakeholders and community, and seek supervision when needed.
- Highly developed interpersonal, communication and negotiation skills and the capacity to build and maintain good working relationships with key stakeholders including paid and unpaid staff, community partners, media, service providers and other stakeholders.
- Proficient in the use of computers and online systems, including social media platforms, graphic design software, backend content management systems, Google Docs and cloud storage systems.
- Lived experience and /or a strong identification of engaging effectively and working collaboratively with diverse communities, including people with innate variations of sex characteristics (intersex variations/differences of sex development), and members of the Lesbian, Gay, Bisexual, Trans, Gender Diverse and Brother Boy and Sister Girl communities.
- A valid working with children registration and national police check, either valid at time of appointment, or validly completed immediately prior to confirmation of appointment.

Desirable

- Tertiary qualifications relevant to this role, such as education, media and communications.
- Experience engaging with First Nations and Multicultural communities and organisations is highly desired.
- Demonstrated ability to successfully market programs on social media, with strong relevant influencing and persuasion skills.

Reporting Relationships

Supervisors: Operations Director, Policy Program Lead/Executive Director,
Supervisory positions: n/a

Other key relationships: InterLink Service Manager/Deputy Executive Director, Peer Support Coordinator, Yellow Tick Training Coordinator

Working from Home

This position is home-based from any location within Australia with access to reliable computer and internet services, using the applicant's own computer. Applications are encouraged from people living in all states and territories.

WHY WORK for InterAction for Health and Human Rights?

- Work from home, anywhere in Australia.
- Generous Not For Profit Salary Packaging available.
- Flexible working arrangements.
- Inclusive, supportive, friendly and positive team culture.
- Access to Employee Assistance Program.
- Working within a rich learning environment in an intersex community-controlled health and human rights charity.

TO APPLY

To be considered for this position, evidence of qualification or relevant experience; National Police Check of six months currency; and current or demonstrated ability to obtain working with children check are required.

To apply for this position, please provide a brief cover letter, your Resume/CV and a **two (2) page document** addressing the **key selection criteria** and **duties and responsibilities**, along with any other documentation relevant for this position.

Applications close **Monday 3rd of August 5pm AEST**

If you have a disability, including a physical, mental health, intellectual, neurological or sensory difference, we encourage you to let us know about any adjustments that could help during the application or assessment process.

You won't be disadvantaged for asking. In fact, we want everyone to have the chance to show their strengths and compete on a level playing field.

Enquiries

For further information about the position, email Mira Bouchmouny, Operations Director, at info@interaction.org.au using the subject line: **Communications and Social Media Officer Position**.

ORGANISATIONAL VALUES AND CULTURE

Contribution to InterAction for Health and Human Rights Values and Culture

InterAction for Health and Human Rights is an independent support, education and policy development organisation, by and for people with intersex variations or traits. Our work focuses on human rights, bodily autonomy and self-determination, and on evidence-based, patient-directed healthcare.

InterAction for Health and Human Rights values are:

Expertise - We recognise that intersex people are the experts on intersex health and human rights. “Nothing about us, without us.”

Passion - We work passionately with a commitment to the pursuit of human rights and improved health outcomes for intersex people and their families.

Teamwork - We work respectfully and in collaboration with other communities, including the LGBT, people with disabilities, multicultural, and medical communities.

Professionalism - We work with professionalism and excellence in all that we do.

Accountability - We work in an open and transparent way, as an organisation and as individuals representing the organisation. We are accountable to our members and operate with good governance.