

Information and Communications Officer

- **Hours:** 3 days per week
- **Remuneration:** \$74,172 per year (pro-rata) classified under the SCHADS Award at Level 4 pay point 1
- **Status:** 12-month contract
- **Location:** Based in Melbourne CBD and flexible working from home option

About Deaf Victoria

Established in 1982, Deaf Victoria is the peak representative and advocacy body for Deaf and hard of hearing Victorians. Our vision is a world in which Deaf and hard of hearing people experience equality, opportunity and connection, and are valued for their unique contributions towards a diverse society. Our core work is to advance the needs and aspirations of Deaf and hard of hearing people, break down barriers and build foundations for a society that acknowledges and celebrates their contributions and capabilities.

We do this through engaging deeply with our stakeholders and advocating for improved human rights and equal opportunities through using our shared lived experience and knowledge.

About the role

The key performance measure for this position is that information about the work of Deaf Victoria and issues affecting deaf and hard of hearing Victorians is well communicated to our members, community and stakeholders.

The suitable applicant will be able to take information from a variety of sources and tailor how it is presented to suit various cohorts, purposes and will develop strategies and tools to assist Deaf Victoria's overall communication strategies.

The suitable applicant will have a passion for communication and be savvy with online platforms and various communication outputs- text, video, visuals. They will also be able to adapt quickly to make sure information is current and work with a fun and dynamic team who are equally enthused about working in the Deaf sector.

The Information and Communications Officer will report to the General Manager.

Position description

Major duties

- 1) Provide support to Deaf Victoria team in communicating key information by:
 - a) Working with General Manager to develop communication strategies, resources and clear messages to keep stakeholders and community informed about project work
 - b) Creating promotional materials such as flyers, PowerPoint files, infographics and videos for Deaf Victoria's events or information.

Percentage of required time: 40%

- 2) Maintain accurate information on Deaf Victoria communication channels by:
 - a) Ensuring information on the Deaf Victoria website is up to date and functional
 - b) Posting regularly on the Deaf Victoria social media channels, sharing other relevant content and generating on-shares of Deaf Victoria content
 - c) Managing Deaf Victoria email subscribers list and e-news content

Percentage of required time: 40%

- 3) Improve Deaf Victoria's ability to provide accurate and timely information by:
 - a) Reviewing and updating internal documentation related to information and communication
 - b) Referring and responding to general enquiries via email, Facebook and other channels
 - c) Developing standard response templates for Facebook and email enquiries
 - d) Assisting in the collation and reporting of data related to enquiries to assist in building evidence for further services or funding applications

Percentage of required time: 20%

Key selection criteria

Essential:

1. Excellent communication skills in Auslan and written English
2. Experience in updating websites, management of business Facebook page and creating public facing information in Auslan and written English
3. Ability to work independently, as a member of a team and with external organisations
4. Well-developed time management skills with strength in planning and meeting deadlines

Desirable:

5. Extensive knowledge of Victorian Deaf Community and where to find relevant information
6. Formal study or qualification in communications, marketing or community engagement
7. Experience in working in small not for profit organisations
8. Experience with video editing and publishing software
9. High level of interpersonal communication skills, which includes the ability to present information clearly and effectively to a variety of audiences
10. Lived experience of being Deaf, deaf or hard of hearing¹.

Reporting

The role reports to the Deaf Victoria General Manager.

Benefits of working at Deaf Victoria

- Accessible, supportive and culturally Deaf safe workplace
- High degree of autonomy and support
- Sector-leading professional development
- Career mentoring opportunities by working with a Deaf General Manager
- Flexible hours that promote work-life balance
- Collaborative atmosphere with other organisations in the deaf and advocacy sectors
- Salary packaging is available

Employment conditions

Deaf Victoria is an Equal Opportunity Employer. People with disability, people from culturally and/or linguistically diverse backgrounds and Aboriginal people are strongly encouraged to apply for this position.

All employees are subject to screening and assessment against child safety standards, including rigorous background, identity and reference checks. The successful applicant will require a current Working with Children Check and Police Check (costs reimbursed) and must agree to adhere to our child safe policy and code of conduct.

Recruitment process

If you are interested in this position, you are strongly encouraged to organise a discussion with Philip Waters to get a good understanding of the role and ask any questions you may have. You are strongly encouraged to take advantage of this opportunity as this will help you decide if you have the skills to undertake this role.

¹ This position is targeting a group of applicants (deaf or hard of hearing people) who have a protected attribute (disability) as defined in the Equal Opportunity Act 2010. As such, the essential selection criteria for the applicant to be deaf or hard of hearing is a 'special measure,' permitted in line with this legislation. More information: <https://www.humanrights.vic.gov.au/for-organisations/special-measures/>

Information webinars for all roles will be held in Auslan on Wednesday 6 July 2022 6-6:30pm to inform interested candidates about the role. These webinars will be live streamed via Zoom and there will be an opportunity for applicants to ask questions anonymously to protect the identity of potential applicants. To participate in the webinar, use this [link](#).

If you require an Auslan interpreter or you experience any difficulties in joining the webinar, please SMS Philip Waters on 0405 419 866.

Applications should be addressed to Philip Waters, Deaf Victoria's General Manager, and emailed to jobs@deafvictoria.org.au with 'Information and Communications Officer' in the subject line and **must** include (in English or Auslan):

- a **brief cover letter/email** with a summary of your skills and experience including where you saw the job advertised,
- **your resume**, including contact details for a minimum of two referees, including your last line manager (we will not contact referees without your permission),
- a separate document no more than two pages detailing your **response to key selection criteria**

Applications close midnight AEST on Sunday 17 July 2022.

Interviews are likely to be held in the week commencing 18 July 2022 in Melbourne or on Zoom by appointment. Remote interviews by Zoom may be considered for shortlisted candidates on request.

If you have any questions about the role or want to request a one-on-one session, please contact Philip Waters on 0405 419 866 or email jobs@deafvictoria.org.au.

Deaf Victoria acknowledges the support of the Victorian Government.