

## POSITION DESCRIPTION

# Training and communications coordinator



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<b>Period:</b>	One year fixed term role (with possible extension subject to funding)
<b>Location:</b>	Location is flexible within Australia with access to reliable computer and internet services
<b>Checks:</b>	National Police Check, Working with Children Check
<b>Hours and Salary:</b>	0.8 (4 days per week/8-day fortnight) EA Level 3.1 (2018 EA), \$80,512.52 pro-rata 12% Superannuation 17.5% leave loading (based on 4 weeks leave pro rata)
<b>Team:</b>	Advocacy team
<b>Supervisors:</b>	Morgan Carpenter, Executive Director; Bonnie Hart, Deputy Executive Director

## POSITION PURPOSE

Intersex Human Rights Australia Ltd ('IHRA') is a national body by and for people with intersex variations. IHRA is here for all people with innate variations of sex characteristics 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 engage in advocacy and policy development work, and also provide psychosocial support via the InterLink program.

The training and communications role is a 0.8 role (subject to funding), with a focus on the development and delivery of Yellow Tick training programs, and communications with community and media.

## DUTIES & RESPONSIBILITIES

The training components of this role will involve:

- Develop, deliver, promote and broker training content and programs, including through the Yellow Tick program co-developed with Intersex Peer Support Australia.
- Coordinating contract training facilitators with lived experience to deliver training programs and co-design new content.

- Ensuring training content and sector development initiatives are in line with the demands of the Darlington Statement – <https://darlington.org.au/statement/>.
- Establishing and coordinating professional communities of practice.
- Engaging, as required, with schools, universities and other industry and community-based education services to ensure an integrated approach to education relating to innate variations of sex characteristics, and people with them.
- Developing, communicating and delivering an annual training plan and program.
- Growing income from training activities.
- Coordinating development of professional training programs and sector-specific professional development, with a goal of co-designing continuing education programs for clinical and allied health professionals.
- Evaluating, measuring and reporting on the effectiveness of training activities and programs and identifying new opportunities.

The communications components of this 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.
- Creation and scheduling of regular social media content.
- Managing and growing a regular newsletter.
- Engaging and growing community, including via IHRA's Facebook group and social media accounts.
- Engaging and developing media relationships to grow the profile of IHRA and our values, goals and community.

The role will also involve:

- Preparing budgets and administration frameworks needed to support training and 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 training program participants.

## **SKILLS AND PERSONAL ATTRIBUTES**

This position requires a demonstrated track record of direct training and/or communications provision in a diverse and multidisciplinary organisation and the ability to work independently with limited supervision.

## Key Selection Criteria

- Substantial experience in the design, delivery and evaluation of education, training and/or development programs.
- Experience developing sector-specific educational resources, including in allied health.
- Demonstrated ability to successfully market training programs, with strong relevant influencing and persuasion skills.
- 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.
- 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.
- Demonstrated interpersonal, facilitation and negotiating skills, including the ability to effectively establish partnership arrangements with other organisations.
- Proven ability to take initiative and work 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 stakeholder 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 Qualifications

- Certificate IV in Training and Assessment (or equivalent).
- Tertiary qualifications relevant to this role, such as education, media and communications.

## Reporting Relationships

Supervisors:	Executive director and (in their absence) deputy executive director
Supervisory positions:	Not applicable
Other key relationships:	Senior projects officer (health); InterLink psychosocial support program project staff

## 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 IHRA?

- 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 **2 June 2024**

## Enquiries

For further information about the position, email Dr Morgan Carpenter, executive director, at [info@ihra.org.au](mailto:info@ihra.org.au) using the subject line: **Training and communications position**.

## ORGANISATIONAL VALUES AND CULTURE

### Contribution to IHRA Values and Culture

Intersex Human Rights Australia Ltd 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.

IHRA 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.