

Equity & Accessibility Coordinator

About Out for Australia

Our Organisation

Out for Australia (**OFA**) is an organisation that seeks to support and mentor young professionals as they navigate their way through the early stages of their career. We aim to bring the community together, to offer a supportive and nurturing environment in which people can network, build relationships and assist each other in their professional journeys.

Our People

The OFA team are all volunteers, working tirelessly to improve the lives and circumstances of aspiring LGBTQIA+ professionals across Australia. We are a diverse mix of university students, young professionals and established professionals, from a broad range of career and academic backgrounds. Anyone who is willing to work hard and make a contribution to OFA is welcome on our team, including allies. We provide a unique opportunity for people to take up leadership positions to support the LGBTQIA+ community.

Position Description

Team:	You will be part of 2 teams: <ul style="list-style-type: none">• Equity and Accessibility (Formerly Diversity and Inclusion) Portfolio• State Team (based on the state you reside in)		
Reporting to:	Equity & Accessibility Directors	Direct reports:	Equity & Accessibility Support Officer
Time required:	4 - 6 hours per week (flexible)		

Purpose

As members of the Equity & Accessibility Team (formerly Diversity & Inclusion), the Equity & Accessibility Coordinator is responsible for carrying out the strategy, goals and projects of the E&A Team in accordance with the portfolio and organisational vision. While all volunteers at Out for Australia have a responsibility to ensure our services are safe, accessible, meaningful and inclusive, the E&A Team has a key role in driving this - both through their own efforts and by better equipping other volunteers to do the same.

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This role will report back to the Equity and Accessibility Director on progress of all projects, events and consulting work, and will work with all portfolios in the organisation to ensure that E&A is integrated in all areas of our operations.

Responsibilities

Participation: Taking ownership for the E&A (Formerly D&I) Portfolio.

- Attending E&A meetings on a monthly basis.
- Mentoring others in the E&A Team.
- Contributing to the strategy for the E&A Team for the organisation and striving to achieve goals that are set.
- Driving the organisation's mission and vision and ensuring the E&A body of work is known throughout the organisation.
- Being an active and available role model to participate in activities and events in the wider organisation.

Volunteer Training: Improve the E&A knowledge and capabilities of all OFA volunteers.

- Assisting to develop E&A written or 'webinar' resources for volunteers that are practicable and tailored to OFA.
- Running training sessions across the organisation, as required to support the Director.
- Keeping up to date with E&A trends/changes (e.g. terminology) and communicating these to the E&A Team and the organisation at large.
- Providing ad hoc assistance and guidance to OFA volunteers.

Events: Ensure OFA events are inclusive, safe, accessible, meaningful and inclusive.

- Periodically reviewing events guidance to ensure best practice.
- Working with State Teams and other teams to source panel and speakers who are from a diversity of backgrounds and experiences, and to ensure panel and speaker representation targets are met.
- Working with State Teams and other teams to develop event concepts on targeted diversity issues (e.g. experiences of gender diverse and trans people; or navigating LGBTQIA+ identity in multicultural communities).
- Provide ad hoc assistance and training to events volunteers.
- Occasionally 'auditing' OFA events to ensure they are meeting E&A requirements.

Communications and marketing: Ensure OFA communications are diverse and inclusive.

- Finding and/or developing E&A related content for communication channels (e.g. articles, resources, guides).

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- Working with the Communications Team to develop recruitment campaigns that target specific groups within the LGBTQIA+ community (whether recruiting for volunteers, mentors, mentees, etc.).

Community partnerships: Ensure OFA engagement with key stakeholders in our community.

- Developing resources and content for a targeted purpose, to achieve outcomes developed by the Community Team and community partners (e.g. guides, FAQs).

General volunteer expectations

- Undertake an OFA volunteer induction and role onboarding.
- Understand and implement OFA's strategy, vision and mission.
- Uphold our volunteer code of conduct.
- Assist with initiatives as required.

Key skills and experience

The Equity and Accessibility Team values lived experience over professional and academic experience, and encourages you to still apply even if you don't meet all of the selection criteria.

Required:

- Demonstrated passion and drive for inclusivity and intersectionality in the LGBTQIA+ community.
- The ability to adapt to and consider new ideas and ways of working.
- A strong desire to learn new skills.
- Highly reliable with strong time management skills.
- The ability to collaborate within a team.
- Active listening skills - hearing others out before responding so that all ideas are considered.

Desirable knowledge/experience:

- Detailed knowledge of contemporary inclusive terminology and practice.
- Strong internal and external stakeholder management skills.
- Personal intersectional identification within the LGBTQIA+ community.
- Lived experience as a Bla(c)k and/or Person of Colour and/or Person with a disability/Disabled person and/or people of marginalised genders.

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What you will get out of your role

- Give back to your community by supporting LGBTQIA+ students and young professionals to be their most authentic selves in the workplace.
- Receive ongoing training and skills development and mentorship.
- Build community relationships and extend your personal and professional networks.
- Gain experience in running events and relationships management.
- The opportunity to craft a role based around your interests.

How to apply

To apply, you should email equity@outforaustralia.org, copying recruitment@outforaustralia.org and attaching the following:

- Cover statement.
- Current resume/CV.
- Any other relevant supporting information that will assist in your application.

Your cover statement could be formatted as a letter, video, or voice note (maximum length of five minutes) and should tell us why you want to be involved in the Equity & Accessibility Team.

Please use the Email Subject: Application - E&A Coordinator (Your Name)

Please get in touch with us to request any accessibility accommodations, further support with the application, or for more information. All formats of cover statement will be equally considered.

We strongly encourage people with lived experience as a Bla(c)k and/or Person of Colour and/or Person with a Disability/Disabled person and/or people of marginalised genders to apply for this volunteer position.

If you have any questions about the role, please contact equity@outforaustralia.org.

Applications accepted on a rolling basis until filled.