

# POSITION DESCRIPTION

## Membership Events and Communications Officer

### Part-time 0.8 FTE

#### POSITION CONTEXT

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Women with Disabilities Victoria (WDV) is the peak organisation for women with disabilities in Victoria. WDV's 2025–2029 Strategic Plan envisions a safe and fulfilling life for all women and gender diverse people with disabilities in Victoria.

Our strategic priorities are to:

- Enhance WDV's operational efficiency and funding resilience.
- Establish research partnerships with a focus on inclusion, health, gendered violence, sexual autonomy and economic justice.
- Build gender-based accessibility and inclusion expertise across Victoria.
  - Work to dismantle ableist and sexist attitudes and systems, develop community understanding of rights and educate and empower members to live safe and fulfilling lives.
  - Embed a member and community led approach to advocacy and system change.

WDV values are accountability, diversity, inclusion, impact, equity, respect, accessibility, creativity, collaboration and empowerment.

## EMPLOYMENT CONDITIONS

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<b>Classification:</b>	<b>WDV Enterprise Agreement 2022</b>
	Based on the Social, Community, Home Care and Disability Services Industry Award 2010, as of 1 July 2025.
	Salary Range Level 4, Pay Point 1-4 plus Superannuation and Salary Packaging available. This role is open to salary negotiation based on relevant experience and skills.
<b>Hours of Work:</b>	0.8 FTE (60.80 hours per fortnight) to be worked over Monday to Thursday.
<b>Position Location:</b>	Hybrid – Melbourne CBD and working from home. Must be available to work 2 days in the office. All new employees will have a probationary period of 6 months when they commence.

## Probity & Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome.
- Must possess Australian Citizenship, permanent resident status or applicable work visa.
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realizing substantive equality for women and women with disabilities.

## POSITION OBJECTIVES

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This position is responsible for:

- Building and strengthening WDV's membership base and the engagement and participation of Members in WDV's programs and activities.
- Communicating with all WDV Members, and women and gender diverse people with disabilities, key stakeholders and the wider public in promotion of WDV activities.

## KEY RESPONSIBILITIES

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### Membership Engagement

- Act as the primary contact for member inquiries via phone, email, events, and inboxes.
- Process new membership applications and support member retention.
- Welcome and engage with members at in-person and online events. Many events are run by program staff and attendance would not be required; however, for all events specifically targeting members i.e. member quarterly conversations and the AGM event
- Promote WDV membership and recruit new members.
- Define and communicate WDV's Member value proposition to distil what a person gains from being a WDV member and communicating that information in engaging ways to members and potential members.
- Promote opportunities for members to participate in WDV programs, policy, and advocacy.
- Share member stories through targeted communications and content on social media and or on website.
- Enable members to communicate and share information with WDV and each other via quarterly conversations and other relevant strategies.
- Identify target demographics and tailor communications to attract new members.

### Membership Data and Reporting

- Maintain accurate records of membership data, event attendance, engagement metrics, and retention rates.
- Curate and manage the WDV membership database (Wild Apricot).
- Collect and analyse member and event feedback to improve services and benefits.
- Prepare and distribute the annual Members Survey; analyse and report findings.
- Prepare bi-monthly membership reports for the WDV Board and monthly member report to the Business Manager for compliance funding reporting.

### Events

- Support planning, promotion, and delivery of all WDV member events, including annual Members Event (face to face event), Quarterly Conversations (4 online member events per year- Feb, May, Aug and Dec (EOY), Brenda Gabe Leadership Award (biennial) and key industry events: International Day of People with Disabilities, 16 Days of Activism, AGM
- Manage the events calendar and coordinate pre- and post-event communications.
- Attend and coordinate onsite and online activities for member and staff events. Many events are run by program staff and attendance would not be required;

however, for all events specifically targeting members i.e. member quarterly conversations and the AGM event.

- Develop marketing and promotional materials for events.
- Promote events via email, social media, website, and other platforms.
- Record and report post-member event statistics, including expressions of interest, attendance, and member annual survey results.
- Create and manage event registration forms in Wild Apricot.
- Assist in the delivery of relevant organisational projects.

## **Communications**

- Source, curate, publish and disseminate WDV's monthly eNews.
- Write engaging content aligned with WDV's messaging, values, and advocacy.
- Maintain the communications calendar to support program, advocacy, and member engagement.
- Manage WDV's social media (Instagram, Facebook, LinkedIn, etc.), including content creation, scheduling, and monitoring.
- Create accessible social media content using Canva, aligned with WDV branding.
- Promote WDV resources, events, news, and activities across digital and print channels.
- Develop communication plans for key events, launches, and campaigns in conjunction with relevant program staff and marketing coordinator.
- Analyse engagement data using Google Analytics 4 for reporting and evaluation.
- Ensure accessibility of all communications in line with web and information access standards for all users and staff
- Assist the Marketing Coordinator in maintaining and updating WDV's website.
- Develop and maintain communications manuals, guides, policies, and procedures.

## **Operations**

- Contribute to the Operations Team and support team tasks.
- Provide office coverage for colleagues during leave, as requested by the Business Manager.

## GENERAL RESPONSIBILITIES

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The following responsibilities apply to all staff at WDV:

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships
- Provide verbal and written reports and activities data as appropriate.
- Use WDV's SharePoint and employee OneDrive cloud-based document management system.
- Have an active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- Work within organisational policies, procedures and the Enterprise Agreement.

Health safety & wellbeing requirements:

- Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture.
- Follow OHS standards and raise any concerns in the appropriate manner.

## OHS ADVICE FOR THIS POSITION

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This position may require the following duties to be carried out:

- Setting up of IT, audio-visual and accessibility equipment
- Extended time in front of screens and sitting at desks
- Occasional overnight travel for training delivery or attending conference or events
- Coordination of setup and delivery of training, meetings and other events
- This position will require sustained periods of sedentary work.  
Adjustable desks are provided in WDV offices.

Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

## ACCOUNTABILITY

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The position will report on delivery of agreed performance measures to the Business Manager and has no direct reports.

## ORGANISATIONAL RELATIONSHIPS

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### Internal Relationships

- The position will work in collaboration with all members of the WDV staff and be part of the Operations team.

### External Relationships

- Build and maintain effective relationships with Members and key stakeholders.

## KEY SELECTION CRITERIA

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- A demonstrated commitment to the values and principles underpinning WDV.
- Solutions-focussed with excellent attention to detail, organisational, time management and prioritising skills.
- Demonstrated experience creating and curating online content using Word Press, web-based software packages and social media channels.
- Demonstrated experience in supporting, planning and delivering inclusive member events that engage members, promote advocacy, and build community, using digital tools and social media to maximise reach and accessibility.
- Experience with Google Analytics4 is highly desirable
- Demonstrated experience developing content and communications for diverse audiences' examples could include newsletters, annual reports, social media campaigns.
- Demonstrated ability to collaborate effectively in a team, with a flexible and adaptable approach to supporting colleagues and responding to changing priorities.
- Lived experience of disability – Highly Desirable