

Resource and Learning Officer

- **Hours:** 1 day per week
- **Remuneration:** \$50 per hour
- **Status:** Casual contract until November 2026
- **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 work to achieve our goals through engaging deeply with our stakeholders and advocating for human rights and equal opportunities through using our shared lived experience and knowledge.

About the role

This role is entirely funded by the [NDIA's peer support and capacity building grant](#). This grant aims that people with disability can keep accessing supports while governments and the disability sector work together to design foundational supports.

You must have a passion for communicating important information relevant to deaf and hard of hearing people in a way they can understand and have creative design skills. This role will include:

- designing promotional material on social media, for example flyers for workshops
- creating and sending emails
- editing Auslan videos
- uploading engaging and informational resources to our website

You must be able to adapt quickly to make sure information is current and work with a fun and dynamic team who have strong values in the rights of deaf and hard of hearing people.

Developing accessible and relevant information and resources is critical for people who are deaf or hard of hearing who have high illiteracy. Without this, it will be impossible to build their knowledge and confidence to make their own informed decisions.

Position description

Major duties

- 1) Provide support to Deaf Victoria team in communicating key information to:
 - a) develop Project based communication, resources and clear messages to keep stakeholders and community informed
 - b) Creating promotional materials such as flyers, PowerPoint presentations, infographics and videos for Deaf Victoria's events or information.

Percentage of required time: 60%

- 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%

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 and hard of hearing 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 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

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 the General Manager, 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.

Information session for all roles will be held in Auslan via Zoom Webinar ([link to webinar](#)):

- Monday 10 March 5pm
- Tuesday 11 March 5:30-6:30pm

Everyone at the webinar will be anonymous to protect your identity.

Applications should be addressed to 'Philip Waters, Deaf Victoria's General Manager', and emailed to jobs@deafvictoria.org.au with 'Capacity Building

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/>



Coordinator' in the subject line and **must** include (in English or Auslan):

- a summary of your skills and experience relevant to the job
- **your resume**, including contact details for a minimum of two referees, including your last line manager (we will not contact referees without your permission),

Applications close midnight AEST on Sunday 16 March 2025.

Interviews will likely to be held on the week of 31 March in Melbourne or on Zoom.

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

Deaf Victoria acknowledges the support of the National Disability Insurance Agency.

