

POSITION DESCRIPTION



Senior Projects Officer

Period:	01/08/2021 – 30/07/2022 (Possible extension subject to funding)
Location:	Location is flexible although but preferably based in Brisbane, Canberra, Melbourne, or Sydney - with access to reliable computer and internet services
Checks:	Police check required however a police record (depending on the specifics) will not necessarily preclude successful appointment
Hours and Salary:	0.6-0.7 FTE (22-26 hr/week) \$80,000 pa (plus super, pro-rata)
Travel:	Reimbursable intra-state and/or interstate travel may be required.

POSITION PURPOSE

Intersex Human Rights Australia (IHRA) is a national not-for-profit company by and for people with innate variations of sex characteristics. We were formerly known as OII Australia. We promote human rights, health and bodily autonomy. Our goals are to help create a society where intersex people are not stigmatised, and where our rights are recognised.

The Senior Projects Officer for IHRA will work collaboratively with the Executive Director and other staff to manage and coordinate the timely delivery of projects and other activities. This is a senior role which requires the successful applicant to demonstrate experience in writing and communication, public speaking, systematic advocacy, and community development. It also requires the successful applicant to be able to work within the human rights and health advocacy spaces, with well-developed interpersonal skills for working with community, engaging with broader community, allies, and policy makers.

Are you someone who is:

- Interested and motivated to work at the forefront of human rights and health advocacy work.
- Wanting to make a difference for a diverse and poorly understood population, improving the health and wellbeing of people with innate variations of sex characteristics.
- Able to work independently, efficiently, and efficaciously with minimal and mostly online supervision.
- Experienced in project management with demonstrable knowledge, skills and credentials in delivering projects and timely outcomes.
- Experienced communicator, with well-developed written and verbal skills.
- Looking for a challenge, self-motivated and an effective problem solver.

- Lived experience with an intersex variation will be well regarded, but not mandatory.

DUTY STATEMENT

- Research, analyse and interpret legislation, policies, strategies, and plan and assist in drafting submissions, policy positions and other communications.
- Provide support with the development of technical, operational and professional procedures, practices, and program/project objectives.
- Engage in systemic advocacy work under limited supervision.
- Establish and administer project management processes and practices for the meeting of project milestones and deadlines, including the administration of project management software and tools.
- Assist with strategic and collaborative planning for the organisation.
- Identify relevant grant opportunities and assist with the development of grant applications.
- Other tasks that may arise from time to time.

MANDATORY REQUIREMENTS

- A tertiary qualification or equivalent skills and experience that align with the role of Senior Projects Officer.
- Excellent verbal and written communication skills working with individuals, groups, allies and stakeholders.
- Demonstrated ability to deliver projects successfully and on time.
- Demonstrable knowledge in one or more of the following systemic advocacy work areas: intersex, LGBTQA+, disability, children's rights, health and wellbeing, and human rights.

SKILLS AND PERSONAL ATTRIBUTES

- Motivated, pro-active, independent, and collaborative as needed.
- Adaptive in a fluid working environment with time specific priorities.
- Competency with IT systems including Microsoft office suite and related project management and project administration software (e.g. Dropbox, Google Docs, ClickUp).
- Strong interpersonal skills to develop and maintain networks.
- Ability to manage confidential and sensitive information.
- Highly developed ability to synthesise and analyse complex information and make decisions.
- Ability to respond to and prioritise competing priorities in efficient manner while also maintaining high work standards and accuracy.

DEADLINE FOR APPLICATIONS

Deadline for submissions is 5pm (AEST) on 25 June 2021.

SUBMISSION DETAILS

Please submit a cover letter and a resumé or curriculum vitae, in PDF format.

Your cover letter should detail and demonstrate your relevant experience and knowledge in writing and communication, public speaking, systematic advocacy, and community development. It should also detail and demonstrate your understanding of intersex human rights and health advocacy.

CONTACT INFORMATION

For further information, and to submit your application, please email info@ihra.org.au