

## REGIONAL 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 for 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

<b>Team:</b>	You will be part of two teams: <ul style="list-style-type: none"><li>• State Team, based on your home state/territory</li><li>• National Regional Team</li></ul>		
<b>Reporting to:</b>	You will have two leaders: <ul style="list-style-type: none"><li>• State Director (<b>primary leader</b>)</li><li>• Regional Director (<b>secondary leader</b>)</li></ul>	<b>Direct reports:</b>	N/A
<b>Time required:</b>	4 – 6 hours per week		

#### Purpose

The purpose of a Regional Coordinator is to assist the State Director and State Team as required in delivering on the following:

- Planning and hosting events and workshops that deliver on OFA's strategic plan.

# Out For AUSTRALIA

- Forming relationships with corporate partners, education providers and community organisations.
- Raising awareness of OFA in regional locations, particularly our mentoring program.
- Developing content to be shared on our communication channels.

## Responsibilities

- **Event planning [50%]:** Leading or supporting the development of online and in-person events or workshops, which may include liaising with OFA partners, community organisations, venue hosts, guests and other stakeholders. General Volunteers will be supported in pursuing events and initiatives that are important to them.
- **Awareness [20%]:** Promoting OFA and raising awareness in your regional area through social media and attending networking events.
- **Partnerships [10%]:** Establishing and/or developing professional community, corporate, university and TAFE relationships in your region. This is largely achieved through planning events with partners.
- **General volunteer expectations [10%]**
  - Undertake an OFA volunteer induction and role onboarding.
  - Understand and implement OFA's strategy, vision and mission.
  - Uphold our volunteer code of conduct.
  - Participate in State Team and other OFA meetings.
- **Miscellaneous [10%]:** Other duties as specified by the State or Regional Director.

## Key skills and experience

### We Require

- Preference for someone who lives anywhere outside a capital city.
- Passion for supporting LGBTQIA+ young people to be their authentic selves at work.
- Exceptional organisational skills and a passion for effective processes.
- A positive, 'can-do' attitude with a willingness to learn and upskill.
- Ability to work autonomously and be a self-starter.
- Excellent written communication skills with a keen eye for detail.
- Sound interpersonal communication skills.

# Out For AUSTRALIA

- Someone who is an active listener, with the ability to adapt and consider new ideas and ways of working.
- The ability to adapt to different peoples working styles for harmonious collaboration.
- Effective time management, highly reliable and sufficient time to volunteer with OFA.

## **We Desire**

- Proficient in G-Suite Tools (Google Docs, Google Sheets, Google Calendar).
- Experience in voluntary roles.
- A passion and drive to contribute to the LGBTQIA+ and OFA communities.

## **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.
- The opportunity to meet a wide variety of people within the community and forge genuine connections.
- The opportunity to craft a role based around your interests.

## **How to apply**

To apply, you should email [ceo@outforaustralia.org](mailto:ceo@outforaustralia.org), copying [recruitment@outforaustralia.org](mailto:recruitment@outforaustralia.org) and attaching the following:

- Cover letter of no more than one page
- Current resume/CV.
- Any other relevant supporting information that will assist in your application.

**Please use the Email Subject:** Application - Regional Coordinator (Your Name)

If you have any accessibility or other needs, we invite you to get in touch so that we can discuss the best way for you to submit an application. Please also let us know your preferred method of communication – we will default to email unless we hear otherwise.

If you have any questions about the role, please contact [ceo@outforaustralia.org](mailto:ceo@outforaustralia.org).

Applications accepted on a rolling basis until filled.

# Out For AUSTRALIA