VOLUNTEER MARKETING AND EVENTS DIRECTOR

About our organisation

The LGBTI Legal Service Inc. is a non-profit community-based legal service which began service on 7 July 2010.

The Service recognises the difficulties faced by the LGBTIQ+ community and seeks to assist the Queensland LGBTIQ+ community to gain access to justice through the provision of legal and social welfare services. We provide legal advice and information to clients who have legal problems which arise from their identification as LGBTI and/or because they feel more comfortable in dealing with a solicitor with specific skills, interest and understanding of LGBTIQ+ legal issues and/or the barriers experienced by LGBTIQ+ peoples in accessing the legal system. Since commencing legal advice sessions in 2010 we have assisted over 750 clients across over 1,000 appointments.

We assist with the following:

➢ Family law
➢ Domestic violence
➢ Surrogacies & parenting rights
➢ Criminal law (including victim support)
➢ Employment law
➢ Gender identity
➢ Civil law
➢ Administrative law & government decisions
➢ Discrimination & human rights issues

We also endeavour to provide community legal education activities and resources in order to increase awareness of legal rights and responsibilities for the LGBTIQ+ community in Queensland. The Service includes a Law Reform division that is actively involved in advocating for law reform and human rights.

The LGBTI Legal Service Inc. was established by, and continues to be overseen by, a voluntary Management Committee of individuals representing the diverse communities in the LGBTIQ+ family. Although the Service has recently secured QLD government funding for the first time in the history of its operation, we are still reliant upon our dedicated volunteers to facilitate the operations of the Service.
APPLICATION DETAILS

We are seeking applicants for an exciting new position of Volunteer Marketing and Events Director. This volunteer position will form an integral part of our organisation, helping us to provide further access to justice for LGBTIQ+ people in Queensland. Be part of a dynamic organisation able to create real change as we continue to carry out the first funded delivery of legal services of this sort anywhere in Australia.

How to apply

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

➢ A covering letter;
➢ A statement (maximum of two pages, including examples) outlining your suitability for the role by addressing the selection criteria. Your statement may be considered as an example of your written communication skills; and
➢ Your current resume.

Submissions should be made by email to hr@lgbtilegalservice.org by close of business on 24 August 2018.

If you have questions, please call 07 3124 7160 or email us at the above address.
POSITION DESCRIPTION & SELECTION CRITERIA

Position Description

The Volunteer Marketing and Events Director reports to the Coordinating Solicitor and the Management Committee, and will:

1. Design, plan and manage promotions, fundraisers and events aimed at increasing our community engagement and outreach in consultation with the Coordinating Solicitor and Management Committee.
2. Develop and distribute relevant social media content, working closely with the Coordinating Solicitor and Management Committee.
3. Monitor, identify and respond to activities on social media as directed by the Coordinating Solicitor.
4. Be responsible coordinating an enthusiastic and skilled volunteer base.
5. Build and maintain effective relationships with stakeholders and current and prospective clients.
6. Provide quality assurance through editing and proofreading social media content as required.
7. Support the development of social media policies and procedures relevant to the Service’s social media activities.
8. Identify new communication channels and means of engaging effectively with the LGBTIQ+ community and broader public.
9. Carry out other relevant duties as directed and required.

Selection criteria

The position requires an organised, self-motivated person who is able to coordinate our marketing and events operations while also contributing to achievement of our strategic priorities. We are looking for someone who can lead collaboratively, take initiative and see the connection between strategy and operations. Please include how many hours you are able to volunteer each week.

Essential

1. An excellent awareness of the issues facing the LGBTIQ+ community and a commitment to equal access to justice.
2. Currently undertaking or having completed a marketing-related degree.
3. Strong skills in technology and online social media platforms.
4. Demonstrated ability to effectively coordinate a team, work as an efficient team member and use initiative with minimum supervision.
5. Demonstrated ability to bring together resources and manage multiple tasks simultaneously and efficiently.

Desirable

6. Relevant experience organising events.
7. Relevant experience in a non-profit organisation and/or the LGBTIQ+ community.