

## TGV Consultancy Lead Position Description

### KEY INFORMATION

<b>Role</b>	<b>Consultancy Lead, TGV</b>
<b>Time</b>	<b>23 hours / 3 Days</b> weekly
<b>Location</b>	<b>Melbourne</b> (online and video meetings available)
<b>Remuneration</b>	<b>\$84553.04 pro-rata 0.6 EFT</b> / SCHCADS Award Rate Level 5 Pay Point 2
<b>Commitment</b>	Commencing <b>January 2021</b> , through <b>June 30 2021</b> . Opportunity for renewal though to <b>June 30 2022</b> .
<b>Reports to</b>	Executive Director, Chair

### Acknowledgement of Country

TGV operates across lands belonging to the Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung, and Wathaurung peoples of the Kulin Nation. Transgender Victoria pays its respects to Elders past, present, and emerging, and acknowledges that sovereignty has never been ceded.

### Summary

TGV is Victoria's leading body for trans and gender diverse advocacy. We work to achieve justice, equity and inclusive service provision for trans and gender diverse people, their partners, families and friends. Our growing work in the consultancy space centres on supporting businesses and organisations to better include, support, and provide inclusive services to LGBTIQ+ people.

We're looking for a highly motivated and driven applicant to join our team to expand TGV's work in diversity consultancy and building inclusive practice capacity in our clients.

A key focus of our expanding efforts to support trans and gender diverse people across through consultancy is The Silver Rainbow Program. Silver Rainbow is a joint initiative between community organisations across Australia coordinated by the LGBTI Health Alliance to improve organisations' capacity to support LGBTI people in against and aged care settings. This will be a primary focus of the Consultancy Lead role.

We're a dynamic and rapidly growing organisation seeking candidates with a passion for social justice, equality, and improving the lives of trans and gender diverse people.

We encourage applications from candidates with diverse lived experience including but not limited to Aboriginal or Torres Strait Islander, people of colour, intersex people, neurodivergent people, and people with disability.

### Term

The initial term commences in **January 2021**, through June 30 2021 with opportunity for renewal though to June 30 2022.

## Hours & Expectations

- **Weekly** check in with Executive Director
- **Monthly** staff meetings
- Responding to internal TGV communication on working days
- Participating in training sessions and strategic planning days as required (flexible roster, usually weekends), around 5-6 sessions throughout the year.

## Location

- Transgender Victoria HQ 100 Drummond Street, Carlton
- Offsite via remote video conferencing as needed
- Meetings offsite at client offices across Victoria
- Offsite community events as needed

## Key Aims

- To engage with clients and assist in establishing LGBTIQ+ inclusive policies and practice within their organisations.
- To work with the Executive Director to coordinate marketing efforts and promote TGV's Consultancy services.
- To lead TGV's Aged Care Consultancy program as part of the Silver Rainbow project, working directly with client organisations and engaging potential clients.
- To foster a collaborative approach to developing and implementing LGBTIQ+ inclusive policy, practices, and training to build client capacity.

## Responsibilities & duties

- Monthly Staff meeting in person or via video
- Weekly briefing with Executive Director
- To work in collaboration with the Training Coordinator and Training team
- Liase with with key stakeholders, community partners and other external bodies
- Coordinate the development of document and presentation templates in collaboration with other TGV staff and partner organisations
- Sensitivity reading, proofreading, and providing feedback on client documents, scripts, and content
- Customising and iterating upon existing templates in response to identified client and community needs
- Attend training sessions and planning days (flexible roster, usually weekends), around 5-6 throughout the year
- Adherence to TGV's internal policies and Code of Conduct; commitment to TGV's values

## Required Criteria

- Demonstrated track record and experience as a consultant including interpersonal and advisory skills
- Strong written and verbal communication skills; ability to identify potential risks and challenges
- Ability to undertake and report on actioned tasks
- Current Working With Children Check (or willingness to obtain one)
- Demonstrated skills and experience in Project Management
- Creative problem solving skills and ability to pursue flexible and innovative solutions in response to community need
- Experience using document editing and creation suites such as Microsoft Office, Google Docs
- Willingness to adopt new software and platforms for collaboration and project delivery as required
- High level of commitment to TGV's values, particularly regarding respect, integrity and the promotion of justice, inclusion and diversity.
- Compassion and respect for the needs and wellbeing of LGBTIQA+ seniors
- Strong understanding of LGBTIQA+ communities and issues
- Ability to interpret and respond to feedback (both internal and external)
- Ability to research and familiarise self with new sectors and contexts as needed.
- High level interpersonal and communication skills and the ability to work with a diverse range of people
- To Create resources to support the development of inclusive policies, procedures and practices for Aged Care providers

## Desirable Criteria

- Experience working with Aging & Aged Care sector service providers
- Experience working with LGBTIQA+ Aging communities
- Experience leading training and/or consultancy programs with an inclusive practice focus
- Lived experience as a member of the trans and gender diverse community
- Diverse lived experience including but not limited to Aboriginal or Torres Strait Islander, people of colour, intersex people, neurodivergent people, and people with disability
- Experience developing promotional material including content for social media, managing email lists, direct outreach
- Experience using collaboration platforms such as Google Drive, Zoom, and Slack
- Established networks and contacts in the trans and gender diverse sector and LGBTIQ+ sector more broadly
- Familiarity with risk-management strategies

## How To Apply

Apply by emailing [jobs@tgv.org.au](mailto:jobs@tgv.org.au) with an included CV and short cover letter or video outlining how you meet the selection criteria and why you'd like to join the TGV Team.

**Deadline to apply:** No later than 11:59PM, Friday 22nd January 2020.

For any further questions or information, please get in touch with **Margot Fink, Executive Director**, at [margot@tgv.org.au](mailto:margot@tgv.org.au).