

### Terms

**Salary:** \$65,208 per annum pro rata (i.e. \$26,083.20 p.a.) plus super and 17.5% annual leave loading.

**Hours:** 0.4 FTE (15.2 hours per week) with potential to grow to 0.6 FTE

**Employment type:** part-time, ongoing.

**Reports to:** CEO

**Responsible for:** NA

**Start date:** Week commencing Monday 29 April 2024

Writers Victoria is seeking an organised individual to take on the role of Writeability Manager. This is a job share role with a .2 FTE staff member.

This part-time role is responsible for managing the full suite of Writers Victoria's Writeability Goes Local and Online programs, as well as compiling a monthly newsletter and other duties as required.

### About Writers Victoria

Writers Victoria is all about writing and storytelling.

We support Victoria's vibrant storytelling community, to ensure writers from all of Victoria's diverse communities have the skills and support to succeed, and to advocate for support for writers and storytellers more broadly.

Our values are Inclusion, Community, Participation, Innovation and Excellence, Professionalism and Respect. You can read more about our work [in our Strategic Plan](#).

Writers Victoria is made up of a small team based out of the Wheeler Centre in Melbourne CBD. A safe and clean workstation will be available to you there. Most of the work takes place Monday-Friday during office hours, though all roles do involve occasional weekend and evening work, with a time in lieu policy in place.

Writers Victoria welcomes applications from persons living with disability, older people, First Nations people and those from diverse backgrounds.

### Duties

#### Writeability Goes Local

- Liaise with mentors, partners and participants to keep everyone informed and up to date about monthly Writeability Goes Local writing group sessions (currently across 3 Councils, and 2 Online programs)
- In collaboration with the CEO, monitor program budget and expenditure.
- In collaboration with the CEO, support enquiries and bookings for Writeability Goes Local/Writeability activities.

#### Communication

- Work with the Marketing and Communications Manager in the development of a monthly Writeability newsletter.
- Respond to initial queries regarding Writeability and refer to other team members where appropriate.

### **General Administration**

- Undertaking office administration.
- Responding to enquiries via phone, email or in person.
- Maintaining electronic and hard copy filing systems.
- Contributing to staff meetings and strategic planning sessions, including sharing ideas for program development.
- Additional duties as required.