

HEARING MATTERS AUSTRALIA - EXECUTIVE OFFICER

Position Vacant. Applications welcome.



Location - Room 600, Ground Floor, Australian Hearing Hub, Macquarie University, NSW
Hours - 30 hrs per fortnight as employee or contractor. The position may be split or shared.
Remuneration - \$40,000 pa including superannuation, sick leave and annual leave.
The Executive Officer is a paid position within a volunteer organisation.

Hearing Matters Australia (HMA) is dedicated to helping Australians with hearing loss whose primary method of communication is through speech. We provide information and support to people with hearing loss and their families, and we advocate on their behalf to all levels of government and the corporate sector. We are a voluntary, self-funded, not-for-profit organisation incorporated in New South Wales. An important aspect of HMA is the publishing of a membership magazine four times per year.

The Executive Officer will provide continuity and efficiency to Hearing Matters Australia. They will be required participate in and support activities of the organisation including advocacy, co-ordination of volunteers, communicating with members, and membership drives. An awareness of issues concerning the Deaf and Hard of Hearing (D/HoH) community, insight into living with hearing loss, and ability to communicate effectively with D/HoH people is an essential criterion for this role.

The Executive Officer is expected to be on site at the Australian Hearing Hub at least two days per week as it is important for HMA to maintain an active presence within the Hearing Hub community and for visiting members. While the Executive Officer will work out of the HMA office for the majority of hours, some remote work arrangements may also be negotiated.

The Executive Officer will need to work independently some of the time, whilst maintaining a high level of communication and transparency via online communications, and document and task sharing. Familiarity with online document sharing platforms will be an advantage.

They will be proactive, enthusiastic about making changes, and demonstrate initiative to improve HMA's operations and membership interactions. Recruiting and driving membership will be an essential part of the role. Experience working in membership-based organisations would be an advantage.

In addition, the Executive Officer will need to be familiar with or willing to learn MYOB, Microsoft Office, social media and website software. The HMA office currently has both Apple and Windows 10 applications and training will be available in these systems if required for the right candidate.

The Executive Officer will:

1. Be the primary point of contact for HMA members, public enquiries and business contacts, and primary responder to any matters raised.
2. Work with the HMA Board, HMA members and prospective members and volunteers to support their activities on behalf of HMA
3. Advocate for and support D/deaf and hard of hearing people when the opportunity arises,
4. Manage the HMA website and social media, including updating and monitoring news and information pages, member communications, membership and payment systems.
5. Manage membership drives and renewals, including responding to membership enquiries
6. Administer the association including being responsible for banking, office management, account payments, and liaison with regulatory organisations such as ATO and Fair Trading NSW as required.
7. Work with and support the Board to develop and actualise a vision for HMA as a leading self-help organization.

HMA is committed to providing an inclusive and diverse workplace where all employees and volunteers are valued. We encourage applications from people from diverse backgrounds.

For further information or to apply, contact HMA President, Christine Hunter at christine.hunter@hearingmattersaustralia.org.

Applications should include a covering letter and CV.

Applications close on 28 February 2021.

