

TransFolk of WA

Team Lead (0.3 FTE)



- High level project, staff and volunteer oversight for the Transfolk of WA service portfolio
- Ensure the organisation's commitments are met on time and within budget

Full Job Description

Educate your community about your experience

TransFolk of WA is an organisation that seeks to support, advocate and improve the lives of trans and gender diverse people in Western Australia. As a part of our services, we provide training to the broader community about trans and gender diverse people and their lives in Western Australia, and how to be allies to our community. We are looking for enthusiastic individuals who are willing to help us grow and support our community to support each other.

About the role

In this part time role, you will be responsible for high level project management across TransFolk of WA's remit of online and in-person social and support groups, training and events. This includes management of one direct report (part time Project Officer) and volunteer coordination. This is a paid position that will require 11.5 hours per week.

Your Day to Day

In this role, you will be responsible for the following tasks:

- Undertake regular, formal and informal coordination activities with relevant stakeholders to ensure TransFolk of WA's priorities are understood and met
- Provide advice and support to the Board to advance or resolve issues impacting on communities and achieve positive benefits for TransFolk as a community organisation
- Undertake research to inform the development of strategic planning and prioritisation processes for each of the projects and ensure consistency with Transfolk of WA's overall priorities and agenda
- Identify and escalate issues to the Board to ensure they receive appropriate attention and resolution
- Provide project and operational support, including monitoring and reporting on project plans, milestones, and deliverables, to ensure time, cost and quality indicators are in line with approved project plans
- Provide supervision, support and assistance to employees and voluntary staff

About you

We want to hear from you if you are:

- A member of the trans and gender diverse community, a loved one or ally of the community
- Enthusiastic about supporting the trans and gender diverse community
- Able to work both with direction and self-directed.
- Experienced in coordinating a team
- Experienced with managing volunteers
- Willing to learn new skills

Would you like more information?

For more information, you can email us at jointheteam@transfolkofwa.org

Want to join us? Here's how to apply

For your application to be considered, we ask you to:

- Email us at jointheteam@transfolkofwa.org
- Attach a current resume
- Give us a brief outline of how you suit the role.
- Provide copies of any relevant checks or qualifications.

TransFolk of WA is an equal opportunity employer that is committed to fostering a diverse workforce. We encourage applications from people with a disability and will make any reasonable adjustment that you need both in the interview process and on the job – if you need assistance or if you have any questions in relation to the recruitment or application process please let us know at jointheteam@transfolkofwa.org