



## Web Designer

### About the position

HerSpace is currently seeking a talented Web Designer to utilise their expertise and excellent design skills to improve the organisation's online presence. This role offers a unique opportunity to work within a small, dedicated team of individuals who are invested in your long-term development. As the main point of contact for all content management and maintenance of the website, you will gain invaluable experience in the not-for-profit sector whilst expanding your portfolio of work for future endeavours. Additionally, the position will enable you to unleash your creativity and take responsibility of the website as a whole.

### About us

HerSpace is an Australian not-for-profit organisation that supports women and girls impacted by sexual exploitation. Our aim is to provide the mental health support needed for girls and women to choose their own direction, move out of sexual exploitation, and to live free and empowered lives.

### Position description

#### Values

HerSpace is a values driven organisation, which aims to embody the following core values in all of our work, both at an organisational and individual level:

1. We strive to search for new and innovative ways to overcome obstacles and empower action.
2. We work collaboratively and participate equally as team members wherever possible.
3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback.

HerSpace supports our volunteers to embody the organisation's feminist values through the work they do. This means working in collaboration, encouraging participation and partnership, and analysing and challenging power differences due to structures such as gender, race, sexuality, disability, hierarchy and class.

**Specific responsibilities**

- Timely updates of web content on the HerSpace WordPress website.
- Continual, thorough maintenance of the website.
- Develop and implement a strategy to streamline the online donation process.
- Make certain structural changes to the layout and design of the website as determined by the CEO and Communications & Fundraising Manager.
- Ensure that the website is fully optimised for search engines.
- Work within the broader Communications Team to encourage consistency of branding, language and style.

**Key Selection Criteria**

**Necessary:**

1. Experience as a web designer with advanced knowledge of the WordPress platform.
2. Excellent organisation, time management and prioritisation skills.
3. Intermediate design skills with the ability to create innovative, user-friendly web spaces.
4. Working knowledge of SEO (Search Engine Optimisation).
5. Ability to train the team in how to manage and update the website.

**Preferable:**

6. Understanding of and interest in human rights issues.
7. Experience developing online payment and donation systems.
8. Portfolio of previous work.

**Workload (weekly hours)**

5 hours per week

**Regular commitments (meetings etc.)**

This position does not require you to be based in Victoria, however you will be required to have regular progress check-ins with the Communications & Fundraising Manager (via Skype or over the phone).

**Internal and external liaison**

**Internal**

HerSpace staff and contractors.

**External**

N/A

**Reporting to**

Communications & Fundraising Manager

**Duration of position**

12 months, with preference for a long-term working relationship of 24 months

## Reviews

If successful, this position description will be reviewed and signed at the induction stage to indicate commitment and understanding to the role. However, during the first two months this position description is open for discussion by both parties to ensure the role is working well for all parties.

## Police and Working With Children Checks

- HerSpace may offer you a volunteer role, which is conditional upon our receipt of a satisfactory National Police Check.
- Additionally, all HerSpace volunteers are expected to hold a voluntary Working With Children Check.

## Application Procedures

To apply for this role, follow these steps.

1. Please complete a Volunteer Application Form responding to the Key Selection Criteria in this position description.
2. Send a completed Volunteer Application Form with your resume, a brief covering letter and sample of your previous web design work to Christie Parkinson at [recruitment@herspace.org.au](mailto:recruitment@herspace.org.au), using the job title as the subject line.
3. Please be sure to address your motivation for applying in your covering letter.

*All applicants will be notified of their progress once the position has been successfully filled.*

## ACKNOWLEDGMENT FOR RECEIPT OF AND COMMITMENT TO JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents, and commit to what it requires of me.

---

---

---

---

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Position holder name and signature*

*Supervisor name and signature*