



ROMANCE WRITERS OF AUSTRALIA

Position Description - Diversity, Equity and Inclusion Manager

Position title: DEI Manager

Committee position: Portfolio Holder (DEI)

Volunteer commitment: 5 hours per week (approximately)

Reporting to: RWAus Committee

About us

Since 1991 Romance Writers of Australia (RWAus) has been helping writers all across Australia (and beyond!) to follow their dreams. We provide support and inspiration while actively fostering opportunities for our members to engage in professional development, network with industry professionals, and pursue excellence in their writing and publishing careers.

About you

Diversity, Equity and Inclusion are key principles of RWA. In your role as DEI Manager, you'll be thoroughly committed to assisting RWAus in embracing these principles. You'll be friendly, with a positive outlook, and be an effective communicator. You'll have a strong personal knowledge and lived experience of diversity, equity, and inclusion. You'll be responsible for liaising with the Committee, providing leadership and support to the DEI sub-committee, and answering general queries that come to the DEI email. As a committee member, you'll be responsible for providing advice and guidance to the committee and organisation on DEI issues.

Responsibilities

Committee

- Provide regular Committee reports on the actions undertaken within the DEI portfolio.
- Be the liaison between the Committee and the DEI sub-committee.
- Provide ongoing guidance to the Committee on DEI issues within the organisation.

DEI Sub-committee

- Represent the DEI sub-committee at Committee meetings, including reporting on the duties they carry out as RWA volunteers.
- Lead and provide support to the DEI sub-committee team.
- Organise and chair monthly meetings

Members

- Provide a voice for marginalized members within the organisation.
- Ensure that membership growth does not exclude marginalized cohorts.
- Work towards service provision within the organization being equally accessible for all members.
- Answer member queries relating to DEI issues.

Goals 2023-2024

- Work in partnership with the Committee to review and revise current Code of Conduct and Grievance processes to ensure members from marginalised cohorts have access to recourse and support within the organization. Deadline: TBD
- Work in partnership with the Committee and the DEI Sub-committee to further develop the DEI Strategic Plan. Deadline: TBD
- Work in partnership with the Conference team to continue to support members from marginalised cohorts who wish to attend conferences more safely. Deadline: Ongoing.
- Work with Marketing and the DEI Sub-committee to increase the DEI content on social media. Deadline: Ongoing

Skills and experience

- Current financial member of RWA.
- Lived experience of one or more marginalised groups within or outside the organisation
- A working knowledge of the organisation’s structure.
- Ability to develop strong relationships across the organisation.
- Excellent communication, organisational, and interpersonal skills.
- Experience in conflict resolution and teamwork.
- Ability to work effectively in collaboration with diverse groups of people to encourage positive communication and commitment to service delivery.

DOCUMENT CONTROL			
Drafted by:	Jack Bridges	Date:	25 June 2023
Approved by:	RWA Committee	Date:	
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