

# Kindred

## Position Description

<b>Position Title</b>	Community Lead: Kindred Community
<b>Reporting To</b>	Program Manager
<b>Employment status</b>	Casual; 7.5 hours per week
<b>Location</b>	Work from home
<b>Commencement date</b>	February 2025

### About the Role

We're looking for an empathetic Community Lead to manage our online Kindred Community Facebook group. This role combines lived experience as a parent of a child with disability with community management skills to create a safe, inclusive, and supportive online space for families.

### Key Responsibilities

#### Community management:

- Monitor and moderate the Kindred Community Facebook group
- Welcome new members and facilitate introductions
- Foster meaningful discussions and connections between members
- Ensure community guidelines are followed and maintained
- Respond to member questions and concerns promptly
- Create a safe and supportive environment for sharing experiences

#### Content creation and engagement:

- Develop and schedule engaging posts to stimulate discussion
- Share relevant resources and information
- Create themed conversation starters and weekly activities
- Highlight member stories and celebrations (with permission)

#### Community growth and support:

- Implement strategies to grow community membership
- Identify emerging community needs and trends
- Support members to become active contributors
- Connect members with relevant Kindred programs and resources
- Gather feedback and insights to improve community experience

## About You

### Essential:

- Lived experience as a parent or carer of a child with disability
- Experience managing online communities or groups
- Strong digital literacy and comfort with Facebook platform
- Excellent written communication skills
- Ability to work independently and manage priorities
- Understanding of online safety and privacy considerations
- Commitment to creating inclusive, respectful spaces
- Commitment to the social model of disability.

### Desirable:

- Experience in social media content creation
- Experience with creating content using Canva
- Understanding of disability sector and support systems
- Knowledge of community engagement principles

## Work Arrangements

- Flexible 7.5 hours per week, worked at times that suit you
- Fully remote position
- Some evening/weekend monitoring required
- Ability to respond to urgent community matters within agreed timeframes

## What We Offer

- Flexible working arrangements tailored to your needs
- Training and ongoing support
- Salary packaging benefits
- A supportive and collaborative team environment
- Meaningful work that directly impacts families and communities

## About Kindred

Kindred is an independent family-led organisation that supports parents and carers raising children with developmental delay, disability and autism across NSW.

Through free online programs and peer groups, trusted resources and supportive community, we empower parents and carers to grow their skills, knowledge and confidence to help their child and family to thrive.

### **How to Apply:**

To apply for this position, please submit your CV and cover letter to Stacey Touma, CEO Email: [stacey@kindred.org.au](mailto:stacey@kindred.org.au).

In your cover letter, please include details of:

- Your lived experience as a parent/carer
- Your experience managing online communities
- Your approach to creating engaging online spaces
- Understanding of peer support and its importance
- Examples of how you build connection in digital environments
- Why this role interests you and what you hope to bring to it

For any questions about the role, please contact Stacey via the same email address.

**Applications close:** 31 January 2025

We look forward to hearing from you!