

Call for Expressions of Interest by 5pm Wednesday 18 December 2019

RTRFM Support Officer

Ten volunteer positions are available to members and staff of RTRFM
with training and support provided.

People identifying as women, gender diverse, and/or LGBTQIA+ are strongly encouraged to apply. Men are welcome to apply.

RTRFM is an independent community radio station providing an alternative voice for Perth through innovative, diverse music and talks programming.

RTRFM is a platform for local news and issues, focusing on the arts, culture, social justice, politics and the environment.

RTRFM makes radio and multi-media content by, for and with our community, benefiting from the efforts of hundreds of volunteers including a large and diverse group of creative broadcasters.

RTRFM has a volunteer Board of Directors responsible for organizational governance who are elected from the membership or co-opted for their specialist particular expertise.

Support Officer Position (Voluntary Role)

- Are you someone who easily develops a rapport with others?
- Do people feel comfortable talking with you about sensitive matters?
- Are you good at listening and only offering advice when asked?
- Do you have the ability to be objective in difficult situations?

If so you could be well suited to the role of a Support Officer, which is a great opportunity to contribute to a safe and inclusive culture at RTRFM and improve your knowledge of cultural diversity, gender equity, mental health, sexual harassment and discrimination.

The role of a Support Officer is to be available for confidential conversations about discrimination, harassment, or other experiences in the workplace; provide information about available support services; provide information on RTRFM's complaint processes and the options available to a complainant; and encourage the reporting of behaviour which breaches RTRFM policies. Support Officers are not responsible for investigating or resolving/making decisions about a complaint.

The establishment of a network of Support Officers (or Equity Officers) was a recommendation of the Safer Spaces Working Group Report produced in 2018.

ARTS RADIO LIMITED

A.B.N. 32 008 875 527 A.C.N. 008 875 527

1ST FLOOR, 642 BEAUFORT ST, MT LAWLEY, WESTERN AUSTRALIA 6050 PO BOX 842, MT LAWLEY 6929
PHONE [08] 9260 9200 FAX [08] 9260 9222 EMAIL RTRFM@RTRFM.COM.AU WWW.RTRFM.COM.AU

The role of a Support Officer includes:

- Behaving as a positive role model of workplace behaviour;
- Listening to the concerns of staff and volunteers who believe they are subjected to harassment and discrimination;
- Listening and discussing options for resolving a complaint;
- Supporting the employee or volunteer to access applicable policies and procedures and explain the content of these documents if necessary.
- Encouraging the reporting of behaviour which breaches the discrimination and harassment policy;
- Encouraging the reporting of behaviour which breaches the discrimination and harassment policy;
- Providing information and recommendations to management to assist in creating a workplace free of discrimination and harassment.

CRITERIA

To be selected for one of these positions, you must provide a written statement in which you demonstrate that you:

1. Are credible and have the respect of other members and/or staff;
2. Have good communication skills and will be able to deal calmly and professionally with sensitive issues;
3. Can model positive and appropriate behaviours in the workplace;
4. Demonstrate a commitment to, and understanding of equity and diversity, and have respect for diverse individuals;
5. Can be impartial, discreet and maintain confidentiality;
6. Can be congruent, empathic and be able to show unconditional positive regard for employees and volunteers.

You must be available for a full day of Support Officer training on Friday 31 January 2020, and subsequent training at other times.

TRAINING

Successful candidates for the position will be provided with processes, support and training to assist them in their role.

The following training, or similar, will be provided between 1 January and 30 June 2020.

Friday 31 January 2020 - full day - Support Officers Training Program
February 2020 - half day - Discrimination, Bullying and Sexual Harassment Program
March 2020 – two full days - Mental Health First Aid Course
April – June 2020 – full day - Diversity and Inclusion Program

SUPPORT

Support Officers will work with a Senior Support Officer to provide support and monitor progress and concerns, providing feedback to RTRFM management or board when necessary, with your consent.

Support Officers will have access to specialist information services and telephone contact to clarify issues.

Debrief meetings will be provided after stressful situations in a secure setting that gives the Support Officers a sense of safety to recount experiences, where appropriate.

Support Officers will also have access to the Employee Assistance Program (EAP) to provide professional and confidential support where necessary.

BENEFITS

This is an excellent opportunity to build your experience as a Support Officer and improve your knowledge of cultural diversity, gender equity, mental health, sexual harassment and discrimination. You will gain awareness, competency and safety skills in these important workplace issues.

This role will also enhance interpersonal skills, listening and communication skills.

You'll be contributing to enhancing the safety and inclusion of the working environment at RTRFM.

This will be an amazingly opportunity and experience for the right candidates!

COMMITMENT

Support Officers must be available during day times for training.

Support Officers should foresee themselves continuing to be involved as a member of RTRFM for at least two years.

Support Officers must be prepared to be approached through social media, email, telephone and in person by volunteers and/or staff seeking support.

Support Officers must be able to make time to conduct appropriate processes and reporting where necessary.

This is the first time RTRFM has appointed Support Officers, so specific time commitments are currently unknown. We are recruiting 10 Support Officers to ensure availability, diversity, succession and to spread the workload.

You must be available for a full day of Support Officer training on Friday 31 January 2020, and subsequent training at other times.

APPLICATION

Please send an expression of interest which includes a statement addressing the selection criteria listed above, and any other relevant information including why you wish to become a Support Officer. Your statement should be no more than 2-3 pages long.

You may also provide a CV if you wish.

People identifying as women, gender diverse, and/or LGBTQIA+ are strongly encouraged to apply. Men are welcome to apply.

It is intended that Support Officers will be recruited from the membership and staff, but if you know someone who would be well-suited who is not a member, please encourage them to get in touch before the closing date.

If you have any queries, please call RTRFM General Manager Karen Lee on 9260 9213.

Expressions of Interest are due by 5pm Wednesday 18 December 2019