

POSITION DESCRIPTION

Position Title	Communications Manager, Equality Insights
Time Commitment	Full Time (1.0 FTE), permanent
Award Classification	SCHADS 5
Location	Level 4, 333 Queen St, Melbourne. Hybrid WFH and office

ABOUT THE ORGANISATION

WHO ARE WE?

International Women's Development Agency (IWDA) is an Australian-based organisation, resourcing diverse women's rights organisations (WROs) primarily in the Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

VISION Gender equality for all

PURPOSE To defend and advance the rights of diverse women and girls

VALUES Feminist, Decolonial, Accountable, Collaborative, Transformative

Within the ecosystem of women's rights organisations, IWDA is both for and of feminist movements. We resource the work of diverse WROs, and enable them to be more effective by providing support that goes beyond money. We are committed to building a resilient and relevant feminist and decolonial organisation, and to becoming an explicitly anti-racist organisation.

Anchored by lessons from our 40-year history and guided by fiercely held feminist and decolonial values, our new [Strategic Plan 2025 - 2035](#) lays out IWDA's path towards realising our vision of gender equality for all.

OUR GOALS 2025-2035

- Shift resources to Women's Rights and aligned organisations
- Engage in movement strengthening
- Advance feminist & decolonial knowledge for change
- Live our values by modelling a different way of being as a feminist organisation

Our 4S Framework supports our commitment to decoloniality so that we know when to:

STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements

STAND WITH feminist movements in solidarity and amplify the work of Majority World actors

STEP BACK when others are better placed to take the lead.

SIT WITH uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.

IWDA's 10-year Strategy commits to expanding our work in Australia, deepening engagement with domestic feminist movements, and responding to urgent calls for feminist climate justice. We recognise our responsibility to act on issues where our locational power as an organisation based in Australia can make a difference – including the climate crisis. Environmental justice and gender equality are inextricably linked – and both are undermined by the same patriarchal, colonial and capitalist systems that exploit the earth and marginalise women, girls and gender-diverse people. Feminist movement actors, including Women's Rights Organisations (WROs) we partner with in Asia and the Pacific, are calling on Minority World actors to step up, advocate, and take responsibility for the disproportionate damage caused by high-emission countries.

For IWDA, responding to these calls is part of decolonising our practice. Through our 10-year strategy, we commit to leveraging our platforms, networks and analysis to champion feminist climate justice in Australia, centring First Nations leadership and deepening solidarity with aligned movements to disrupt the systems that undermine our collective rights.

International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from people who identify as women only (cis and trans).

IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners.

Any offer of employment will require a National Police Check and endorsement of IWDA's Safeguarding Code of Conduct. All applicants must be legally entitled to live and work in Australia.

POSITION SUMMARY

Equality Insights is a flagship program of IWDA that aims to redefine how poverty is understood and measured in order to inspire change. Equality Insights deploys a gender-sensitive, individual-level survey that asks questions about many aspects of life to better understand how poverty is experienced by men and women. The result is an evidence base (of otherwise invisible) insights to inspire targeted and transformative change.

The Communications Manager, Equality Insights is responsible for leading research communications for IWDA's flagship program Equality Insights and driving uptake of Equality Insight's knowledge products. The role involves working with the Equality Insights team to conceptualise and deliver on our vision for strategic communications. This will include development of engaging, public facing messaging on the goals and mission of the Equality Insights program and building brand recognition and awareness in the development data and gender spaces through content creation (blogs, newsletter) events, and campaigns.

Beyond the communications needs of the Equality Insights Program the role will have key responsibilities in delivering communications objectives for the iCount Coalition and on inclusive data at the Women Deliver Conference 2026 to be held in Narrm in April 2026.

This role sits within the Equality Insights team but will maintain strong working relationships and links with the broader IWDA communications team. Where workloads and priorities allow this role will support communications of IWDA's knowledge products and influencing priorities in other key areas.

KEY RELATIONSHIPS

Reports to:	Senior Communications Manager, with matrix line to the Senior Program Manager, Equality Insights
Internal:	Director of Knowledge Translation & Equality Insights; Equality Insights team members: Strategic Advisor; Data Use and Engagement Manager; Data technology and Insights Manager; Data Methods and Design Manager; Research Coordinator Director Resource Growth and Communications, Communications team members: Communication Coordinator, Digital; Communications Coordinator Content;
External:	iCount Coalition and network, gender data and poverty measurement community; women's rights organisations, in-country stakeholders of Equality Insights; media, freelance writers, graphic designers, videographers, printers and digital agencies

KEY RESPONSIBILITIES

Deliver Equality Insights' strategic communications

- Develop and implement a strategic communications plan to inspire global engagement with our content and advance our mission by increasing uptake of Equality Insights data including
 - o Shape and refine the overarching strategic positioning and narrative for Equality Insights
 - o Develop strategies to map, prioritise and influence key global stakeholders, including governments, multilaterals, academics, and civil society partners.
- Develop and implement strategies for translating technical research and content into targeted communications for a variety of audiences
- Identify opportunities to position Equality Insights as a thought leader in gender data and feminist-informed measurement
- Create, develop and present content for a variety of audiences across digital and print channels, (including newsletters and publications, website content, blogs, social media as well as face to face content (presentations) and event planning)
- Lead strategic communication development and support for the iCount Coalition and associated campaign

Drive communications support for IWDA's knowledge creation and translation

- Collaborate with the Knowledge Translation team to develop and implement strategies for communicating IWDA's knowledge creation and advocacy in an engaging and impactful manner
- Support the wider implementation of IWDA's Communications Strategy, with a focus on increasing engagement with the Knowledge Translation team's key stakeholders
- Generate content ideas that align with IWDA's broader mission and global advocacy priorities in the context of EI

Support Equality Insights projects

- Provide strategic and practical communications input in designing and implementing events to raise Equality Insights profile (such as Women Deliver 2026)
- Develop communications materials to support resource mobilisation activities
- Collaborate with the Equality Insights team to identify data-driven storytelling approaches and implement projects and events to share insights, including through data visualisation
- Coordinate Equality Insights communication channels including website, social media and eDMs, mailing lists including developing user journeys
- Monitor the implementation of communication strategies and plans, reporting on milestones and driving delivery of results
- Support team-based and portfolio-based monitoring, evaluation and learning

Provide Support to the broader IWDA Communications team as required.

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning; budgeting, planning and reporting, and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

SELECTION CRITERIA

Technical Experience & Skills

Essential

1. Demonstrated experience working in relevant strategic communications and influencing role
2. Demonstrated experience in translating technical subject matter into accessible materials for diverse audiences
3. Strong writing ability and understanding of how to tailor communications for different channels and objectives
4. Demonstrated experience producing engaging social media content, including videos
5. Intermediate to advanced computer skills
6. A proactive, self-starter with strong time management skills and an ability to manage multiple projects with competing deadlines
7. Highly developed interpersonal skills supporting strong internal and external stakeholder engagement and management
8. Exceptional attention to detail

Desirable

1. Data visualisation skills.
2. Design skills (such as Canva)
3. Previous experience in a feminist organisation or NGO.

Behavioural Competencies

- Self-awareness
- Being inclusive and power aware
- Practising collective care
- Being courageous
- Achieving outcome & progress not perfection
- Being empathetic
- Building trusting relationships
- Being curious
- Learning, unlearning & adapting
- Dismantle system of oppression

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's values and behavioural capabilities
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Act at all times in accordance with IWDA's Safeguarding Code of Conduct and Policies
- Undertake police check prior to commencement and every two years thereafter

TRAVEL REQUIREMENTS

This role will require international travel, and some domestic travel. Travel to remote locations may be required and staff should be confident and fit to travel to these locations. IWDA will continue to monitor travel restrictions and safety in the region and make decisions following discussions with IWDA staff and partners. It is a condition of employment that staff abide by all IWDA Policies and Procures, particularly in relation to Occupational Health and Safety and security and safety.