

Amaze Position Description

Position title	Team
Creative Advisor (Design and Visual Content)	Design & Delivery
Reporting to	Effective date
Design & Delivery Manager	October 2024
Hours	Position type
0.6 – 0.8 full-time equivalent (FTE) (flexible)	Fixed 12-month contract with option to extend
Salary	Location
\$80,000 – 95,000 (pro-rata) + superannuation + salary packaging	Hybrid Ground Floor, 678 Victoria Street, Richmond / Wurundjeri

Amaze's commitment to inclusive employment

We are committed to creating a diverse, inclusive and engaged workplace and are proud to be an equal opportunity employer. We recruit people from a wide variety of backgrounds, cultures and perspectives to help foster an environment that enables us to be bold, accepting of difference, embrace curiosity, reflective and initiate change in ourselves and others.

We can provide a range of supports and adjustments, starting from the recruitment process right through to ongoing employment. If you would like to enquire about the supports and/or adjustments available to you during the process of submitting your application or in general, please feel free to contact us by emailing hr@amaze.org.au or calling (03) 9657 1600.

Amaze respectfully acknowledges the Wurundjeri Woi Wurrung peoples of the Kulin Nation as the Traditional Custodians of the land on which our office is based. We pay our respect to their Elders past and present and reflect on the continuing connection with Country and community. As an organisation, we embarked on our journey of reconciliation with First Nations peoples at the beginning of 2023. We are currently in the Reflect stage of our Reconciliation Action Plan journey and are deeply committed to creating a culturally safe and inclusive environment for First Nations peoples. You can read more about our reconciliation journey [here](#).

About the role

Reporting to the Design & Delivery Manager, the Creative Advisor will work closely with teams across the organisation.

The position will be instrumental in delivering a seamless, consistent, and quality visual identity and appearance across a range of internal and external facing assets.

This creative and hands-on role will see the successful candidate coordinating the ideation, design and delivery of creative and visual assets across Amaze. This will include the website, eDMs, social media, training materials, collateral, branded documentation, resources and advertising.

The position will also play a key role in designing content and engagement activities across the Change Team, contributing to community and industry partner projects.

Key areas of responsibility include:

- Visual identity development and brand consistency
- Creative concept development and design execution
- Collaboration with internal teams and external partners on design projects
- Production and management of design assets for digital and print platforms

What you'll be doing

- Collaborating with leadership to build and maintain consistent brand identities across all materials, ensuring cohesion across the organisation.
- Ensuring Amaze's visual identity embodies its ethos, stands out in the market, and meets the diverse needs of community, partner, and commercial audiences.
- Developing creative concepts, campaigns, and designs that align with our brand standards, meet objectives, resonate with target audiences, and achieve business goals.
- Creating and delivering engaging design assets across print and online resources, supporting training, presentations, and more.
- Visually representing complex strategic concepts as media content such as graphics, illustrations and diagrams to support a variety of projects
- Provide creative support in the form of visual communication design and strategy for programs, advocacy efforts, fundraising, and partner engagement.
- Develop, update and oversee brand visual identities for Amaze and sub-brands within Amaze ecosystem.
- Designing promotional materials, resources, and digital assets—such as social media graphics, websites, and banners—that effectively connect with different audiences and drive engagement.
- Acting as a visual brand custodian, ensure all visual elements are consistent with Amaze's identity and messaging, and advise on their use across the organisation.



- Managing relationships with external vendors and suppliers related to media and resource production, ensuring quality and alignment with our brand.
- Reviewing external partner designs to ensure they align with Amaze's vision and brand identity.
- Support efficiencies across the organisation by developing visual design templates for use across social media, email newsletters and other digital touchpoints
- Working across the organisation, coordinating multiple design projects at a time, ensuring deadlines are met and design quality control
- Staying updated on design trends, applying insights to keep Amaze's visual identity fresh, relevant, and engaging.
- **Desirable:** Developing digital assets such as video, audio, photography, or animation to further enhance Amaze's content offerings.

General

- Other tasks as required, aligned to skills, experience and role level.
- Adherence to Amaze policies and procedure including the Amaze Code of Conduct.

About you

KEY SELECTION CRITERIA

Qualifications and Experience

- Relevant tertiary qualifications or equivalent professional experience
- Proven experience in ideating, designing and delivering visual assets that embed brand identity, generate engagement and convert audiences.
- Demonstrable skills in visual and graphic design, with experience across both digital and print media and demonstrated knowledge of best practices and design principles.
- Experience designing digital assets for a range of different platforms, including but not limited to, WordPress websites, email marketing platforms, social media platforms
- Experience in designing resources such as infographics, fact sheets, training materials, workbooks and/or digital toolkits ensuring style, accessibility, and copyright compliance,
- Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop), Canva, and social media management tools.
- **Desirable:** Experience:
 - developing video, audio and/or animated assets.
 - working with topics of a sensitive nature,
 - designing for the not-for-profit or social justice sector

Knowledge

- Knowledge and understanding of design principles, best-practice and emergent approaches, including accessibility design principles and best practice.
- Community focused with either knowledge of, or commitment to, developing respectful communications for Autistic people and their families and carers.



- **Desirable:** Knowledge and understanding of digital communications and marketing principles.

Capabilities

- Strong design skills with the ability to develop high-quality and engaging assets for both print and digital channels in response to the needs of different audiences and business objectives.
- Collaborative mindset, with a proactive approach to seeking solutions and improvements.
- Drive and determination to deliver work on time and to a high standard whilst managing multiple priorities and competing deadlines.
- Strong interpersonal and communication skills, with the ability to collaborate effectively with a range of internal and external stakeholders.
- Proactive in seeking help when and where needed, and to offer help and support where required.
- A commitment to continuous improvement in content and resource production, with a focus on efficiency and quality.
- Curious and creative, with the ability to think critically and independently including exercising initiative within professional boundaries.
- Fosters an inclusive workplace where diversity and individual differences are accepted and valued.
- Demonstrated alignment to the Amaze values which are: Community Centric, Collaboration and Partnership, Constructive and Solutions Focused, Determination and Independence, Evidence Informed and Outcomes Driven, Strengths Based.

About the team

The Change Team at Amaze is dedicated to driving positive change during key adult transitions by offering guidance, training, and resources that enhance understanding, acceptance, and support for the Autistic community. Our goal is to transform work and consumer environments, challenge misconceptions, and dismantle stereotypes, ultimately creating meaningful and sustainable opportunities for Autistic people across education, employment and engagement.

Position within the Organisation

This role will sit within the Design & Delivery team, which is responsible for content and resource creation, learning facilitation, and the delivery of projects focused on Australian organisations and institutions. This team collaborates with various external organisations and educational providers to create inclusive and safe environments for Autistic individuals.

Team Culture and Approach

Our team embraces an agile mindset, characterised by continuous learning, adaptability, and collaborative problem-solving. We value clarity, transparency, and flexibility, fostering a culture of support and inclusion. We emphasise accountability at both the team and individual levels, as this commitment drives continuous professional development and leads to improvements in our work. By taking ownership of our actions and outcomes, we proactively seek opportunities for growth and strive for excellence in serving the community.



About Amaze

[Amaze](#) is a leading autism organisation driving change so that Autistic people and their families can live their best lives in a more autism inclusive Australia.

For more than 50 years, Amaze has been supporting Autistic people, their families, and the community. While based in Victoria, our reach is national, and we are the home of Australia's first-ever national autism helpline – Autism Connect. This service is free to any person residing in Australia.

We also work closely with governments, partner organisations, corporates and grassroots community groups and supporters across the country to deliver vital services and information to the autism community. Our focus also extends to assisting employers to create more autism inclusive workplaces that can sustainably support increased and improved employment of Autistic people. As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs that inform and drive systems-change.

Our vision is inspired, and our ambitions significant, but our five strategic priorities (2022-2026) – *Autism Assessment and Diagnosis, Education and Training, Employment, NDIS, Health and Mental Health* – reflect the areas that we believe will have the greatest opportunity for impact for Autistic people, their families and the community.

Inherent requirements of the role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs, where practicable. However, this role is an office-based and/or a position that requires engagement with stakeholders and community, and some aspects of the role are non-negotiable.

For this role, candidates will be required to:

- work in an open plan environment when working from the Richmond / Wurundjeri office, and/or
- complete sedentary desk work at a computer, and/or
- work collaboratively as part of a team, and/or
- communicate via phone, through video meetings, or in-person, and/or
- attend all-staff meetings, mandatory organisational trainings and events, and/or
- concentrate for extended periods of time, with support if required, and/or
- change tasks on request with little to no warning.

Other requirements

- As this position requires work from Amaze's Richmond office, the successful candidate will be required to provide proof of their triple COVID-19 vaccination status.
- Evidence of right to work in Australia if you are not an Australian citizen.
- Successful National Police Check (paid by Amaze).
- Successful Working with Children Check (paid by Amaze).
- Ability to occasionally work out of hours and travel interstate for events and meetings, as required.
- Please note, if you are notified by Amaze that you are the preferred candidate after the interview/s, you will be required to submit two references.

Working with Amaze Benefits

There are lots of reasons why you should work with us. Here are just a few...

- Join a team of people passionate about driving positive change so that Autistic people and their families can live their best lives.
- Our culture emphasises kindness, respect, and inclusion. This includes actively engaging and supporting a neuro-divergent workforce and offering reasonable adjustments and flexible working arrangements.
- Access to a holistic employee assistance program (EAP) for staff and their household members.
- Personal and professional development opportunities.
- Generous salary packaging.
- Spacious offices in Richmond / Wurundjeri with the opportunity to engage in Victoria Gardens Corporate program including freebies, discounts, and offers.

