



# Surrogacy Australia

## Role Description, Support Coordinator, Intended Parent

Surrogacy Australia is a community based not for profit organisation which aims to improve access to and understanding of altruistic domestic surrogacy across Australian communities. To this end, we provide limited information services at no cost as well as Surrogacy Australia's Support Service (SASS), a fee-for-service product which aims to support people on their journey through surrogacy.

The Support Coordinator, Intended Parent role will oversee the provision of support and information services to current and prospective Intended Parents. The key goals of this role are:

- Responding to initial enquiries with a view to providing referral options (internal or external)
- Assisting people in determining whether SASS is an appropriate service for them, and making referrals where suitable
- Deliver information and other services which enhances community awareness and perception of domestic altruistic surrogacy
- Increase awareness of domestic altruistic surrogacy within the LGBTQIA+ communit/ies\*

This role will report to the Manager, SASS.

Hours of employment: 6 hours/week @ \$30/hour with a review to extend/increase after six months.

Duties will include:

- Responsibility for the development, promotion and operation of fortnightly webinars for new and/or prospective Intended Parents (IPs)
- Managing relevant enquiries received by Surrogacy Australia from new and/or prospective IPs
- Promoting SASS, where suitable, to those making enquiries to Surrogacy Australia
- Coordination of assistance (including mentor support) for IPs within SASS
- Overseeing social media activity
- Support initiatives to register the actual or potential interest of IPs and/or surrogates
- Deliver targeted information and awareness initiatives to the LGBTQIA+ communit/ies\*

*\*partial funding for this role has been supported via partnership with the LGBTQIA+ philanthropic sector*

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We are currently looking for expressions of interest in this role. If you are interested (or would like further information) please email [anna@surrogacyaustralia.org](mailto:anna@surrogacyaustralia.org):

- A brief introduction about you and your family
- A brief outline about your surrogacy journey
- Why you are interested in this role
- Any thoughts or ideas you have regarding the needs within the broader surrogacy community

Please limit your response to one page in total. Expressions close Monday 8 February, 2021.