

**Listings Editor**

Initially about 10 hours/week but could increase, if desired, with increased revenue

**About getaboutable and the role**

Getaboutable Pty Ltd is a Canberra-based social enterprise that empowers people with mobility, hearing, vision, and other accessibility needs to experience mainstream travel & leisure activities. Getaboutable’s objective is to inspire people with accessibility needs to get out and about by making it easy to find information about accessible activities through its website [getaboutable.com](https://www.getaboutable.com), and to help the travel & leisure sector be more inclusive for people with disability.

Getaboutable is seeking a Listings Editor to expand our capacity to research and upload useful information about accessible travel & leisure activities onto the [getaboutable.com](http://getaboutable.com) platform. Listings editors gather tip-offs from the rest of the getaboutable team and our community of contributors to find out about accessible venues and activities and then transform them into searchable map‑based listings on [getaboutable.com](http://getaboutable.com). Although getaboutable is based in Canberra, the scope of our listings is global. The position is well suited to someone working from home, which doesn't necessarily have to be in Canberra.

**Duties**

1. Find tip-offs for potential listings from sources, including the getaboutable team and community of contributors
2. Research suitable listings and input information into the [getaboutable.com](http://getaboutable.com) listings template to publish new listings
3. Provide and discuss feedback with the team about all aspects of the listings process, including functioning of the website and listings template to enable improvements and troubleshooting
4. Work proactively with other team members to align workflows

**Skills / personal qualities**

1. Strong understanding of disability, accessibility and inclusion issues (a lived experience with disability is highly desirable, but not essential)
2. Good research and written communication skills
3. Ability to work independently and be a self-starter, while also being a positive influence and contributor to a team

**Remuneration**

The successful applicant will be paid under the Clerks Private Sector Award as a casual employee (current adult rates are between $25.91 - $32.75 per hour, depending on skills and experience. Junior rates commensurate with age apply for those under 21 years of age).

**How to apply**

Send your CV and a statement addressing duties and skills/personal qualities desired for the position to [contact@getaboutable.com](mailto:contact@getaboutable.com). Applications will be assessed as received.