

POSITION DESCRIPTION

Mentoring Coordinator position for Enabling Women Leadership Program

Women with Disabilities Victoria (WDV) is a dynamic and vibrant organisation of women with disabilities working for and with women with disabilities in Victoria.

WDV and Darebin City Council, Moreland City Council, City of Yarra and Women's Health In the North have partnered to deliver and evaluate the **Enabling Women Leadership Program** in the inner north Melbourne metropolitan region this year (2017).

Enabling Women is a 6-day over 6 week (1 day per week) community leadership program empowering a group of 8-12 women with disabilities to build upon natural leadership skills, self-confidence, and to voice issues that relate to them and other women with disabilities in the community. The program provides the opportunity for women with disabilities to come together to share their lived experiences of disability, expand community networks, find solutions to address issues of social disadvantage and rise to their natural leadership and advocacy potential.

The **Mentoring Program** runs alongside the **Enabling Women** community leadership program. Each participant is matched with a mentor for seven (7) sessions. Ideally, some of these sessions should continue after the program finishes. Mentors and participants initially meet over lunch during the second session of the **Enabling Women** program where they are expected to arrange six (6) more future mentoring sessions, negotiating with each other time/s and place/s that both suit them.

We are looking for a woman within the local community who **identifies** as having a disability to recruit and assist mentors with matching with participants. We are looking for someone with an established network and/or excellent networking skills who can attract suitable female mentors in the inner north Melbourne metropolitan region. A mentoring program guide is available online on the WDV website at www.wdv.org.au.

This is a fixed-term contract. Contract period commences on Tuesday 18th July and ends on Tuesday 3rd October 2017 at the completion of Enabling Women program.

Women from the local government areas of Darebin, Moreland and Yarra are **encouraged to apply**.

EMPLOYMENT CONDITIONS:

Classification: Women's Health Victoria Enterprise Agreement (2007)
Level 3, Year 1 (+ 25% casual staff loading) = \$36.40 per hour

Hours of work: Up to 97 hours spread over 3 months (approximate EW duration)

KEY RESPONSIBILITIES

Reporting to the lead EW facilitator Carly Myers you will be responsible for:

- Facilitating and participating in the recruitment process for mentors
- Presentation at Mentor/Mentee information session
- Coordinating criminal history/police checks for all successful mentors
- Matching potential mentors with mentees
- Supporting the mentor mentee relationship as required
- Organising evaluations
- Organising a thank you mentor lunch in early December
- Undertaking other duties and responsibilities as required

SELECTION CRITERIA

- Personal experience of disability
- An understanding of and commitment to working from a social model of disability
- Good communication skills, communicate with women of all abilities and diversities
- Experience with supporting people with disabilities to become more empowered
- High level organisation, ability to prioritise and time management skills
- An understanding of the issues affecting women with disabilities, within a social/feminist model of health (desirable)

To apply, please write a covering letter (with name and address), respond to each of selection criteria above and a copy of your current resume, and a document with at least two (2) current referee names & contacts. Please email or post applications to:

CARLY MYERS

Women with Disabilities Victoria

Engagement & Empowerment Officer

GPO Box 1160, Melbourne 3001

Email: carly.myers@wdv.org.au

Contact Carly Myers on 9286 7815 for more information, or to discuss any accessibility support needs to complete the application

Applications close at 5:00pm on 26th June 2017