



## **POSITION DESCRIPTION**

### **Isolated Women with Disabilities Project Officer – Part time (0.8 FTE)**

**ADVERTISING DATE: 3 May 2017**

#### **POSITION CONTEXT**

Women with Disabilities Victoria (WDV) is the peak organisation for women with Disabilities in Victoria. Our mission is to advance real social and economic inclusion for women with disabilities in Victoria by being a voice, creating opportunities to be visible and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women with disabilities.

The Women's Empowerment Program (*referred to as The Program hereafter*) is a key platform for the goal of empowering women to advocate both broadly and in their local communities about issues that relate to them and other women with disabilities.

The Program offers different ways of bringing together a diverse range of women (e.g. of all abilities, cultures, age, sexual orientation and geographical location) to develop their leadership skills, knowledge and insights about what it means to be a woman living with a disability, leadership, empowerment, advocacy and becoming more involved in their local communities and more broadly in society.

#### **The Program includes:**

- Enabling Women's courses and mentoring programs in metropolitan and regional areas (Enabling Women, Enabling Young Women, Enabling Culturally & Linguistically Diverse Women)
- Development, support and sustainability of a state-wide leadership network and local networks/hubs
- The Brenda Gabe Leadership Award
- Supporting the development and dissemination of accessible information resources for women with disabilities, including NDIS Module and Safeguards products
- Isolated Women's Peer and Social Support Project

The **Isolated Women with Disabilities Project Officer** will scope and pilot a program targeting women with disabilities who experience isolation and use WDV networks and partnerships across sectors to identify gaps and yield information on new approaches to building peer and social support for isolated women with disabilities. This will include identifying effective strategies to share information to support isolated women in engaging

with the NDIS and speaking up about their concerns, violations of their human rights, violence and safety.

## **EMPLOYMENT CONDITIONS**

**Classification:** Women's Health Victoria Enterprise Agreement 2007 Level 4, Grade 1  
(\$70,386.00 FTE pro-rata)

**Hours Of Work:** 0.8 FTE (60.8 hours per fortnight)

**Tenure:** This 12 month position from date of commencement and may be extended subject to funding.

**Position Location:** Level 9, 255 Bourke St, Melbourne.

### **Probity & Compliance Requirements:**

- Current consent to check and release National Police Record with a satisfactory outcome
- Current consent to undertake and release a working with children check
- Must possess Australian Citizenship or permanent resident status with applicable work visa
- WDV is a smoke free workplace
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the purpose of promoting or realizing substantive equality for women and women with disabilities

## **POSITION OBJECTIVES**

This position is responsible for project managing all aspects of the Isolated Women with Disabilities Project including:

- Leading comprehensive evidence-based research on effective strategies to identify, engage and communicate with isolated women with disabilities in Victoria
- Determining suitability of different models and strategies (informal and formal peer support social networks or individualized strategies) that can be piloted to reduce social isolation of women with disabilities
- Identifying, engaging and working with partner organisations to identify women who are isolated as a result of disadvantage, lack of communication access, complex support requirements, geographic distance, living circumstances, cultural background or language.
- Testing and evaluation of methods of identifying and contacting isolated women with disabilities to improve social connectedness, support women to engage with the National Disability Insurance Scheme (NDIS) and provide information and develop women's confidence to recognise and speak up about rights, violence and safety
- Promoting and sharing WDV accessible information resources about the NDIS and safeguards with isolated women with disabilities
- Identifying pathways for isolated women with disabilities into Enabling Women's courses, mentoring programs and leadership network hubs in Victorian metropolitan and regional areas.

## **KEY RESPONSIBILITIES**

### **Project Management**

- a. Develop and implement a project plan to undertake the Isolated Women's Project.
- b. Establish and support a governance structure that will provide advice and guidance to the Project.
- c. Manage the Isolated Women's Project using sound project management frameworks and tools to ensure the project objectives are met and the project outcomes are delivered within the specified timeframes and resources.
- d. Work with the Women's Empowerment Program (WEP) Manager to design suitable evaluation tools for evaluating the Isolated Women with Disabilities Project that align with the WEP evaluation framework and Information, NDIS Information, Linkages and Capacity Building Outcomes.

### **Partnership Development**

- a. Actively pursue, develop and enhance local/regional partnerships and stakeholder relationships relevant to working with women with disabilities who experience isolation
- b. Implement, cultivate and evaluate partnership arrangements with relevant organisations to undertake a pilot program for the Isolated Women with Disabilities Project
- c. Identify and pursue local and regional funding and resource sharing opportunities for metropolitan and regional delivery of key components of the Isolated Women with Disabilities Project

### **Evidence-Based Research**

- a. Research and utilise best-practice evidence to define 'isolation' as relevant to the aim and objectives of the WDV Isolated Women with Disabilities Project
- b. Scan evidence-based research on the nature and impact of isolation for women with disabilities and communities and data to identify strategies and models to reduce isolation and promote social participation of women with disabilities and assess optimal ways to make first contact and sustain engagement and communication with women with disabilities experiencing isolation
- c. Identify opportunities, strengths and challenges associated with developing and implementing peer and social support groups and individual strategies for connecting with isolated women with disabilities
- d. Collate and analyse research and consultation data to identify options and make recommendations for design and implementation of pilot models and strategies to engage isolated women.

### **Program Design and Implementation**

- a. Design appropriate pilot program model/s, partnership arrangements, materials and resources to pilot with isolated women with disabilities.
- b. Implement and evaluate pilot program approach with women with disabilities and partner organisations
- c. Develop and maintain community and organisational/stakeholder partnerships, working together to implement and learn from the pilot program and data gained from the Isolated Women with Disabilities Project

## **Engagement and community development**

- a. Connect and engage with isolated women with disabilities to reduce their isolation, build social supports, increase confidence, abilities to speak up about their rights and safety and increase their confidence and knowledge in making choices under the NDIS
- b. Encourage mentoring opportunities for building leadership and advocacy skills of women with disabilities in their local communities and more broadly within society
- c. Promote volunteer, social engagement and leadership opportunities to increase the visibility and voice of women with disabilities
- d. Promote WDV programs, projects and events to pilot participants and encourage them to join WDV as members and to participate in WDV Enabling Women's Programs, Peer Programs and established regional leadership hubs.

## **External communication**

- a. Scan for opportunities for representation and liaise with organisations regarding better representation of issues for women with disabilities
- b. Contribute to Women with Disabilities Victoria e-news
- c. Promote Women with Disabilities Victoria and its work in relevant e-newsletters and websites
- d. Promote women's experience and stories to highlight the leadership skills and development of women with disabilities

## **GENERAL RESPONSIBILITIES**

The following responsibilities are required to be carried out and apply to all staff at WDV:

- a. Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships
- b. Provide verbal and written reports and activities data as appropriate
- c. Active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- d. Work within organisational policies, procedures and Enterprise Agreement
- e. Undertake other duties as directed within each person's scope and abilities
- f. Health safety & wellbeing requirements:
  - Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors
  - Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture
  - Where appropriate, participate in workplace inspections, accident reporting and investigations; provide information, instruction and coaching.

## **ORGANISATIONAL RELATIONSHIPS**

### **Internal Relationships & Extent of Authority**

- a. Contribute to the culture of the decision making processes incorporating co-operation, collaboration and shared accountability with other staff, and the Board.

- b. The position reports to the Program Manager, Women's Empowerment Program WDV and supports and supervises co-facilitators.

### **External**

#### **The Isolated Women with Disabilities Project Officer**

- a. Builds relationships and formal partnerships within the community sector, grant makers, local and Victorian government and the NDIA
- b. Encourages involvement of WDV members, women with disabilities and other key stakeholders in projects
- c. Implement identified and formalised strategic delivery partnerships

### **Accountability**

- a. The position will report on delivery of agreed performance measures to the Program Manager, Women's Empowerment Program WDV
- b. Provide regular bi-monthly project reports to Program Manager, Women's Empowerment Program WDV
- c. Provide timely reports to the funders against agreed deliverables via the Program Manager Women's Empowerment Program WDV

## **KEY SELECTION CRITERIA**

### **Mandatory**

- a. Relevant qualifications or experience and demonstrated skills in social sciences/ community development / health promotion
- b. A demonstrated commitment to the values and feminist principles underpinning WDV's approach
- c. Demonstrated project management and program development skills
- d. Demonstrated experience in women's empowerment and community development programs
- e. Highly developed interpersonal, communication and facilitation skills including the ability to communicate with a range of people with diverse communication styles
- f. Sound understanding and experience in quantitative and qualitative methodologies and research techniques and highly developed analytical and evaluative skills
- g. Ability to collaborate effectively in a team and be proactive and self-motivated
- h. High level skills and experience in written communication and report writing

### **Highly Desirable:**

- a. Lived experience as a woman with disability.
- b. Experience working with women with disabilities

**POSITION CLASSIFICATION:** Level 4 (WHV EBA 2007 descriptors)

**Definitions:**

- a. Work is likely to be under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the management and output of the work of others and for a defined function or functions may be involved.
- b. Work involves the exercise of a degree of autonomy with delegated authority to operate within broad organisational guidelines. The selection of methods and techniques is based on sound judgement. The work generally involves the management of major projects and/or functions. Solutions to problems can generally be found in documented techniques, precedents or instructions. Advice would not necessarily be available within the organisation.
- c. Competency at this level involves the self-directed development of knowledge with substantial depth across a number of areas and/or mastery of a specialised area with a range of skills. Application is to major functions in either varied or highly specific contexts.
- d. Competencies are normally used independently and are substantially non-routine. Significant judgement is required in planning, design, technical or supervisory functions related to products, services, operations or processes.

**Competencies:**

- a. Ability to use knowledge of legislation, policies and procedures of the Service to identify risk, opportunities and strategic issues for the future.
- b. Ability to use strategic and operational planning processes to set goals, develop plans and objectives having regard for both the current and future directions of the service.
- c. Ability to allocate work flexibly to people, and lead and motivate staff performance. Training needs are identified and appropriate training is provided to staff being supervised. Personnel management records are maintained in line with recognised practices.
- d. Ability to identify and assess client needs, negotiate and liaise with clients and market the product or service.
- e. Ability to implement, monitor and evaluate work plans so that work conforms to prior estimates and costs. Materials, services and equipment are acquired and work-in-progress is regularly checked. Any necessary variations are incorporated and these are advised to staff and management. Progress reports are provided to clients and other interested parties.
- f. Ability to exercise initiative by identifying potential problems and developing appropriate solutions.
- g. Ability to cost work, prepare estimates and provide this information to clients. Material and suppliers are identified and prices are negotiated.
- h. Ability to anticipate and assess the impact of change and create and foster an awareness of the opportunity for change and an environment conducive to change.
- i. Ability to recognise and apply strengths and address areas for development. Demonstrate integrity and apply ethical practices, As well as demonstrate self-organisation and a high degree of personal accountability.

**PD Date of approval:** 21 April 2017