



## POSITION DESCRIPTION

### **Mentoring Coordinator position for Enabling Women Leadership Program**

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

WDV, Regional Disability Advocacy Service (RDAS), and the City of Wodonga have partnered to deliver and evaluate the **Enabling Women Program** in Wodonga this year (2017).

**Enabling Women** is a 6-day over 6 weeks (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 Wodonga. A mentoring program guide is available online on the WDV website at [www.wdv.org.au](http://www.wdv.org.au).

Women from Wodonga and surrounds 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 Jane Oldfield, 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 the selection criteria above, and send a document with at least two (2) referee names and contacts. Please email or post applications to:**

**JANE OLDFIELD**

Women with Disabilities Victoria

**Engagement & Empowerment Officer**

GPO Box 1160, Melbourne 3001

Email: [jane.oldfield@wdv.org.au](mailto:jane.oldfield@wdv.org.au)

**AKII NGO**

Women with Disabilities Victoria

**Program Manager, Women's Empowerment**

GPO Box 1160, Melbourne 3001

Email: [akii.ngo@wdv.org.au](mailto:akii.ngo@wdv.org.au)

For more information, or any support to complete the application, please contact Bridget Jolley at Women with Disabilities Victoria.

Via email: [bridget.jolley@wdv.org.au](mailto:bridget.jolley@wdv.org.au), or phone: (03) 9286 7813

**The application date has been extended until Monday 25th September 2017.**