

POSITION DESCRIPTION

Women's Engagement and Empowerment Officer – Part-time (0.7 FTE)

Women's Empowerment Program

(6 March 2017 – 21 December 2017) – 9.5 month Contract

ADVERTISING DATE: 18 January 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
- Isolated Women's Peer and Social Support Project
- Supporting the development and dissemination of accessible information resources for women with disabilities, including NDIS Module and Safeguards products.

EMPLOYMENT CONDITIONS

Classification: Women's Health Victoria Enterprise Agreement 2007 Level 3
(salary range \$57,542 FTE - \$67,679 FTE pro-rata)

Hours Of Work: 0.7 FTE (53.2 hours per fortnight)

Tenure: This 9.5 month position is for the period 6 March 2017 – 21 December 2017 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

- Facilitate leadership development of women with disabilities through the delivery of key aspects of the WDV Empowerment Program including:
 - Enabling Women Program
 - Mentoring Program
 - Regional/Local Networks/Hubs
- Identify and facilitate collaborative partnerships between WDV and community and government organisations to progress implementation of the WDV Women's Empowerment Program.
- Identify funding (including in kind resources) and implementation opportunities for the delivery of Program components.

KEY RESPONSIBILITIES

Regional Partnership Development

- Actively pursue, develop and enhance local/regional partnerships and stakeholder relationships for the delivery of leadership development opportunities for women with disabilities
- Identify and pursue local and regional funding opportunities for metropolitan and regional delivery of key components of the Women's Empowerment Program
- Implement, cultivate and evaluate partnership arrangements with regional organisations willing to work towards the successful delivery of the Program
- Establish and support the sustainability of local and/or regional leadership networks/hubs of women with disabilities.

Facilitate Leadership and advocacy training and development

In conjunction with the partner organisation:

- Promote the program to women with disabilities
- Assess the suitability of applicants for the program
- Deliver Enabling Women's Programs and facilitate mentoring opportunities for building leadership and advocacy skills of women with disabilities in their local communities and more broadly within society
- Promote volunteer and leadership opportunities to increase the visibility and voice of women with disabilities
- Identify ways members can be involved in Women with Disabilities Victoria's objectives.
- Recruit co-facilitators and mentor coordinators (where applicable)

External communication

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

Evaluation of the program

- a. Assist in the design and implementation of evaluation of the impact of relevant components of the Women's Empowerment Program from the perspective of all stakeholders.

Financial Management

- a. Develop and expend budget within extent of authority.

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 Partnership and Leadership 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 the 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 in social sciences / health promotion/Partnership development
- b. A demonstrated commitment to the values and feminist principles underpinning WDV's approach
- c. Demonstrated skills and experience in community development and project development
- d. Highly developed communication and facilitation skills with ability to communicate with a range of audiences with diverse communication styles
- e. Ability to collaborate effectively in a team
- f. Proven ability to work with limited supervision, manage competing priorities and find creative solutions to problems
- g. Computer literacy including experience with MS Office, database and Internet research and searching

Highly Desirable

- a. Lived experience of disability
- b. Experience in developing and delivering training programs

POSITION CLASSIFICATION: Level 3 (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 individual and for a defined function may be involved. The work of others may be supervised or teams guided or facilitated.
- b. Work involves the exercise of a degree of autonomy and may involve the control of projects or programmes. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- c. Competency at this level involves the self-directed development of knowledge with broad knowledge across a number of areas and/or mastery of a specialised area with a range of skills.
- d. Competencies are normally used independently and may be non-routine. Judgement and discretion is required in dealing with clients, services, operations and processes.

Competencies:

- a. Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
- b. Ability to set individual work area objectives and clarify client needs and expected results. The people, funds, materials and equipment needed to carry out this work are identified and set down in an action plan.
- c. Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
- d. Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.
- e. Ability to identify, gather, analyse and apply information to achieve goals of the work area. Ability to present information in a way which is understandable to an audience and identifies options and recommends appropriate action.
- f. Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.
- g. Ability to achieve personal goals in the workplace and career progression. Feedback is sought on work performance and strategies for improvement are implemented. Honest and ethical behaviour is applied with clients and colleagues.

PD Date of approval: 16 January 2017