



POSITION DESCRIPTION

Program Manager Community Inclusion and Women's Empowerment

DATE APPROVED: July 25th 2017

POSITION CONTEXT:

Women with Disabilities Victoria (WDV) is the leading organisation of 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 for women with disabilities
- creating opportunities for women with disabilities to be visible and to be heard in their communities
- building partnerships to deliver the best results and
- engaging the community to challenge attitudes and myths about women with disabilities.

Under the WDV Strategic Plan 2017-2020 there are three organisational goals:

- Engage and empower women with disabilities to lead and influence their communities.
- Influence government and the community to recognise and remove barriers to the full participation of women with disabilities.
- Educate and build the capacity of service systems and organisations to be accessible to women with disabilities.

This role will support WDV to sustain its position as a leader in addressing gender and disability inequality in the context of a fast changing environment. The Program Manager is responsible for overseeing the development, implementation and evaluation of one of the four WDV program areas, the Community Inclusion and Women's Empowerment Program (The Program).

This Program supports two key areas of work:

1. The Women's Empowerment Program supports women with disabilities through leadership training, mentoring, a state-wide leadership network and four associated local hubs, and the Brenda Gabe awards.
2. The development and implementation of the *Here We Are* Project which aims to strengthen community inclusion of women with disabilities in four rural areas through community capacity building.

This role will suit a woman who has experience in community development and has lived experience of disability, who is skilled in partnership development, and has a clear understanding of the relationship between gender inequality and disability discrimination. The successful applicant will be a woman who enjoys the challenges and opportunities of working in a dynamic environment with a small supportive team.

POSITION DETAILS:

Classification:	WHV EBA 2007, Level 5, Year 3
Salary:	\$87,342 (pro rata) plus super. Attractive salary packaging is available to all staff.
Hours Of Work:	68.4 hours per fortnight (.9 EFT)
Tenure:	This is a fixed term position until December 2018 with the potential for continuation of the position subject to review.
Position Location:	Level 9/255 Bourke St, Melbourne.
Conditions:	A police check will be required to undertake the duties in this position.

POSITION OBJECTIVES:

This position will:

1. Manage the successful delivery of the Women's Empowerment Program by overseeing and supporting the Women's Empowerment Program Manager.
2. Manage the successful delivery of the *Here We Are* Project by overseeing and supporting the Project Officer and overarching project management.
3. Build strong stakeholder relationships and negotiate strategic partnerships for the program.
4. Identify strategic and innovative business opportunities for the Program.
5. Contribute to WDV's growth as the leading organisation for women with disabilities in Victoria.

KEY RESPONSIBILITIES:

1. Strategic Development Oversight

- a. Develop strategies to sustain and grow the Program, planning approaches and developing proposals that meet WDV objectives for the Program.
- b. Secure ongoing funding for the Program as identified in the Strategic Plan
- c. Work collaboratively with all WDV managers to achieve effective cross program planning and progression of the organisation's strategic plan.

2. Management

- a. Support and supervise the *Here We Are* Project Officer and Women's Empowerment Program Manager to implement their work plans (based on the Operational Plan) and ensure their continued professional development.
- b. Oversee the implementation and evaluation of the Operational plan for the *Here We Are* project and the Women's Empowerment Program.
- c. Develop and monitor the Program budgets for the Community Inclusion Program - *Here We Are* project and, in conjunction with the Women's Empowerment Program Manager, for the Women's Empowerment Program budgets and implementation.
- d. Liaise and report to the Program funders in collaboration with the Executive Director.

3. Partnership and Stakeholder Engagement

- a. Support the development of strategic partnerships in conjunction with the Executive Director and Women's Empowerment Program Manager.
- b. Work with Project Partners to formally document mutually agreed MOUs specifying governance, roles and responsibilities, a communication strategy and a risk management strategy, funding accountability processes with the *Here We Are* Project Partners that ensure the success of the project.

- c. Oversee the management of WDV external relationships with project contractors, project partners and funding bodies for the Program in conjunction with Women's Empowerment Program Manager and the Executive Director.

4. Project Development and Management

- a. Work with key stakeholders to ensure projects are underpinned by a community development approach that empowers women with disabilities.
- b. Develop a Workplan for the *Here We Are* Program and submit for approval by the NDIA.
- c. Document a risk management strategy and a communication plan for the *Here We Are* Project
- d. Develop Expression of Interest, and appoint and work with an evaluation consultant to document the outcomes of the *Here We Are* project.

5. General

The following responsibilities are carried out by all staff:

- a. Uphold the organisation's values, culture and collaborative teamwork
- b. Participate in the Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.
- c. Collect activities reporting data within agreed frameworks to inform funding agreements and planning processes.
- d. Develop, review and implement WDV policy and procedures
- e. Support and participate in risk management processes.

ORGANISATIONAL RELATIONSHIPS:

Internal:

- The position reports to and works closely with the Executive Director.
- The position is directly responsible for the *Here We Are* Project Officer and the Women's Empowerment Program Manager.
- The position works in collaboration with other Program Managers and all WDV staff.

External:

- Builds relationships with the identified program partners including local governments, Women's Health Services, neighbourhood houses and disability advocacy services as well as the community sector, the NDIA, grant makers and relevant government departments.
- Encourages involvement of women with disabilities and other key stakeholders in all projects.

Extent of Authority:

Within the scope of the position, engage and supervise staff and volunteers/students in particular the *Here We Are* Project Officer and Women's Empowerment Program Manager.

Within the scope of the Program ensure appropriate budget sign off and monitor expenditure.

KEY SELECTION CRITERIA:

Mandatory:

- a. Demonstrated strategic business development, planning and project management experience
- b. Demonstrated experience in effectively engaging with partners and other stakeholders.
- c. Experience in managing and empowering staff to manage their programs effectively.
- d. A demonstrated commitment to the values and Feminist principles underpinning WDV
- e. Knowledge of the key policy areas relating to WDV priorities

- f. High level written and verbal communication skills
- g. Knowledge and experience in developing and managing high level partner relationships
- h. Demonstrated budget development and management skills
- i. Well developed ability to work in a collaborative team environment.

Highly Desirable:

- a. Lived experience of disability

POSITION COMPETENCIES:

WHV Enterprise Agreement 2007 core competencies for Level 5 are:

- a. Ability to link the Service's corporate strategy and the effectiveness of its program delivery. This requires constant scanning of the Service's internal and external environment for significant changes likely to affect either the original strategy or its subsequent delivery. Possible modifications would then be assessed to ensure that client service remains effective, through input from clients, management and staff.
- b. Ability to achieve work area objectives while monitoring and improving where possible financial management.
- c. Ability to focus on clients' needs by matching the Service's program objectives with present priorities and expected results.
- d. Ability to continually promote work area objectives that are set in conjunction with staff, feedback that is given on staff performance and teamwork.
- e. Ability to effectively represent the Service through liaison and negotiation, plus developing and maintain networks to share expertise.
- f. Ability to manage for results by allocating and monitoring resources to balance competing priorities and respond to changing ones. This requires work loads to be assessed, staff to be involved and targets to be reviewed. Significant liaison would also be required with management and other resource allocation bodies.
- g. Ability to ensure that effective change management strategy is drawn up assessed and evaluated in consultation with staff and implemented through them.
- h. Recognition of personal abilities and ways these could be enhanced, through feedback from others in the immediate work environment and a strategy for self- development.
- i. Application of effective time management techniques.