



POSITION DESCRIPTION – Co-facilitator for the Enabling Women Leadership Program – Outer East

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

Women with Disabilities Victoria, Knox City Council, Coonara Community House, Yarra Ranges Shire Council, Maroondah City Council, EACH and Women's Health East have partnered to deliver and evaluate the **Enabling Women Leadership Program** in the outer east area this year (2018).

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. 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 challenges and rise to their true leadership and advocacy potential.

We are looking for a woman who **identifies** as having a disability who lives, works or plays in the local government areas of Knox, Maroondah and Yarra Ranges to assist with the delivery of the **Enabling Women – Outer East** program as the Co-facilitator from April to June 2018. Some experience of supporting people with disabilities to become more empowered is desirable.

The program will run for 6 days over 6 weeks on Mondays from 23rd April to the 28th May 2018, 10am to 3pm at the Coonara Community House, 22 Willow Rd. Upper Ferntree Gully. There will be a celebratory graduation ceremony on Monday 4th June and a reunion in July.

This is a fixed-term contract. Contract period commences on Wednesday 7th March and ends on Monday 4th June 2018 at the completion of Enabling Women program.

Co-facilitator applicant interviews are planned for Wednesday 28th February 2018. Women from the local government areas of Knox, Maroondah or Yarra Ranges are **encouraged to apply**.

EMPLOYMENT CONDITIONS:

Classification: Women's Health Victoria Enterprise Agreement (2007)
Level 2, Year 1 (+ 25% casual staff loading) = \$29.09 per hour

Interview Panel Sitting Fee: \$100 per day for 2 days (up to 12 hours)

Hours of work: Up to 71 hours spread over 3 months (approximate EW duration)

EW Co-facilitator position time commitment:

Panel member for Enabling Women Participant interviews	2 days (up to 6 hours per day)
Enabling Women sessions - 5hours per session x 6	30 hours

Preparation time for each Enabling Women session x 6	12 hours
Additional set up, pack up and debrief for miscellaneous	12 hours
Graduation event (in week 7) 1 x 5hours	5 hours
TOTAL NUMBER OF HOURS	59 + (up to 12hours) = 71hours

KEY RESPONSIBILITIES

Reporting to the lead facilitator, Jane Oldfield you will be responsible for assisting with the following:

- Recruitment process for course participants
- Presentation at information session
- Preparation and delivery of the 10 modules
- Facilitation of the group's learning experience
- Supporting the women undertaking the course
- 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 perspective
- Good communication skills, both written and verbal
- An understanding of the issues affecting women with disabilities, within a social/feminist model
- The ability to support people with disabilities to become more empowered
- Experience, knowledge or the potential to acquire the skills to facilitate group learning
- An understanding of how to support people to make informed choices
- Experience in developing and delivering information in easy English (desirable)

To apply, please provide a covering letter (with name and address), a response to each of the 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:

JANE OLDFIELD

Women with Disabilities Victoria

Women's Engagement & Empowerment Officer

GPO Box 1160, Melbourne 3001

Email: jane.oldfield@wdv.org.au

Contact Carly Myers or Jane Oldfield on 9286 7800 for more information, or to discuss any accessibility support needs to complete the application

Applications close at 5:00pm on Friday 23rd February 2018