



POSITION DESCRIPTION – Mentor Coordinator 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 week (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 six (6) 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 five (5) more future mentoring sessions, negotiating with each other time/s and place/s that both suit them.

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 or Yarra Ranges to recruit and assist mentors and matching them with participants. We are looking for someone with an established network and/or excellent networking skills who can attract suitable female mentors in the Knox, Maroondah and Yarra Ranges area. A mentoring program guide is available online on the WDV website at www.wdv.org.au.

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

Mentor Coordinator applicant interviews are planned for Thursday 1st March 2018. Women from the local government areas of Knox, Maroondah and Yarra Ranges 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 92 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
- Attending the Participant Information Session
- 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
- 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, ability to 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 provide a covering letter (with name and address), a response to each of the selection criteria above and include 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 23rd February 2018