



## **POSITION DESCRIPTION**

### **Co-Facilitator for the Enabling Women Leadership Program**

**Women with Disabilities Victoria**, the **Regional Disability Advocacy Service (RDAS)** and the **City of Wodonga** are collaborating to deliver and evaluate the **Enabling Women Program** this year (2017).

**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. 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 to assist with the delivery of the **Enabling Women** program as the co-facilitator in Wodonga during November/December 2017. Some experience of supporting people with disabilities to become more empowered is desirable.

Leadership sessions run for six (6) Thursdays of the week from 2<sup>nd</sup> November to the 7<sup>th</sup> December in Wodonga (location to be advised) with a graduation event on Thursday the 14<sup>th</sup> of December 2017.

Applicant interviews are planned for Wednesday 12<sup>th</sup> and Thursday 13<sup>th</sup> of October in Wodonga at an all abilities accessible venue. Women from Wodonga and surrounds are encouraged to apply.

### **EMPLOYMENT CONDITIONS:**

**Classification:** Women's Health Victoria Enterprise Agreement (2007)  
**Level 2, Year 1** (+ 25% casual staff loading) = \$29.08 per hour

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

## **EW Co-facilitator position time commitment:**

Panel member for Enabling Women Participant interviews	2 days (max 6 hrs/day)
Enabling Women sessions – 5 hours per session x 6	<b>30</b> hours
Preparation time for each Enabling Women session x 6	<b>12</b> hours
Additional set up, pack up and debrief for miscellaneous	<b>12</b> hours
Graduation event (in week 7) 1 x 5houts	<b>5</b> hours
<b>TOTAL NUMBER OF HOURS</b>	<b>59</b> + (up to 12 hrs) = 71 hours

## **KEY RESPONSIBILITIES**

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

- Recruitment process for program participants
- Presentation at information session
- Preparation and delivery of the 6 sessions
- Facilitation of the group's learning experience
- Supporting the women undertaking the program
- 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 write a covering letter (with name and address), respond to each of selection criteria above and send a document with at least two (2) referee names & contacts. Please email or post applications to:**

**Jane Oldfield, Engagement & Empowerment Officer,**  
Women with Disabilities Victoria, GPO Box 1160, Melbourne, Vic. 3001  
[jane.oldfield@wdv.org.au](mailto:jane.oldfield@wdv.org.au)

**Contact Jane for more information or any support to complete the application**

**Applications close on Monday 7th August 2017**