

POSITION DESCRIPTION
Local Hub Liaison Officer for The Moira Hub (Goulburn)
Part time - 1 day (7.6hrs) per fortnight

Date Approved: 22 September 2017

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.

Our commitment is to create opportunities for women with disabilities to realise their leadership and advocacy potential. Our priority areas are:

- Preventing and responding to violence and abuse against women with disabilities.
- Working to make the NDIS relevant and responsive to women with disabilities and empower women to engage with the new system.
- Promoting access to health services for women with disabilities.

POSITION CONTEXT:

WDV has received funds from the Victorian Government to develop four local community leadership networks known as 'Hubs', for women with disabilities. These will be located in rural areas that have a commitment to the *Enabling Women* program and an ongoing interest in the leadership of women with disabilities.

The first of these hubs, the Barwon Hub, has been running successfully for the past three (3) years and is a successful and vibrant group. The funds WDV has received will assist the Barwon Hub to build on its success over the last few years. In addition to this, the funds will also assist to establish three new hubs in the NDIS roll out regions of Inner/Outer Gippsland (The Wellington Hub), Goulburn (The Moira Hub) and Wimmera South West (The Warrnambool Hub).

The aims of the Hubs are to:

- create a safe, welcoming space for women to come together to share experiences, gain information on their rights and connect with other women with disabilities in their local area;
- share ideas about leadership opportunities
- advocate about issues of concern to women with disabilities in the local community

A Central WDV Leadership Network will convene in Melbourne with representation from women with disabilities throughout Victoria. This will include women with disabilities who are leaders or have an interest in leadership from the four rural areas, throughout Melbourne and the four Hub Liaison Officers. This will provide an opportunity for sharing experiences, information, to work together and generate mutual support across regions.

The role of Hub Liaison Officer will support the development of the local leadership hub. This will occur by growing its membership, community activities and liaising with WDV on important issues raised by women with disabilities, for community and systemic advocacy. This role will suit a woman who identifies as having a disability, with some experience of supporting other women with disabilities in her local community.

The position will be located in a local host organisation who will provide a desk, computer with internet accessibility and access to a telephone. The host organisation for The Moira Hub is Cobram Community House in Cobram. Support and supervision at the host organisation will be negotiated upon commencement of the role.

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: 0.1 FTE (1 day, 7.6 hours, per fortnight)

Tenure: This is a fixed term position of approx. 8 months: 121.6hrs
(commencement date and termination date to be confirmed).

Position Location: Cobram Community House

Host Manager: Sally Bate, Manager - Cobram Community House

Program Budget: The Hub Liaison Officer will have a small program budget of \$550 to contribute to resources required for Hub work, including catering, venue hire, promotional materials (e.g. brochures, fliers, printing, etc.), and transport as necessary.

Start Date: To be advised; as soon as practically possible.
A mutually suitable arrangement for both host and incumbent

Probity & Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome.
- 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 remedial purpose of promoting or realizing substantive equality for women and women with disabilities

KEY RESPONSIBILITIES

Reporting to WDV Women's Empowerment Program Manager and working closely with the Engagement and Empowerment Officer, you will be responsible for and required to:

- Create a welcoming and safe space for local women with disabilities interested in
 - being a part of a local network of women with disabilities and building upon their leadership skills
 - sharing information with other women about their rights
 - gaining skills around promoting and facilitating advocacy for oneself and others, including opportunities to advocate for improved access and community inclusion for women with disabilities throughout their local community.
- Support local and statewide representation as a member of the network of Hubs.
- Build Hub membership by supporting members to be actively involved in the hub activities and group facilitation
- Develop and sustain local partnerships within the hub region
- Write grants to assist in covering incidental costs and sustainability of the Hub with the assistance of the Women's Engagement and Empowerment Officer
- Organise events and administration of the Hub activities, for example organising meetings, developing agendas, recording and distributing minutes.
- Respecting and adhering to the partnership agreement between WDV, the host organisation and the Leadership Hubs.
- Be respectful of the host organisation and follow protocols, policies and procedures as required
- Other duties and responsibilities as agreed.

SELECTION CRITERIA

- Lived experience as a women with a disability
- A commitment to working from the social model of disability perspective
- A commitment to the values and feminist principles underpinning WDV's approach
- Administration and organisational skills
- Good ability to communicate with wide range of audiences
- Ability and motivation to support women with disabilities to become more empowered