

**POSITION DESCRIPTION**  
**Local Leadership Hub Coordinator**  
**Part-time (0.8 FTE)**  
**(April 2020 to February 2023)**

**POSITION CONTEXT**

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:

- We will prevent and respond to violence and abuse against women with disabilities.
- We will work to make the NDIS relevant and responsive to women with disabilities and empower women to engage with the scheme.
- We will promote health services for women with disabilities.

WDV has received funds to continue supporting the development and growth of our current Local Leadership Hubs (known as Hubs).

Hubs are currently located in Barwon, Ovens Murray, and Wimmera South West and are hosted by local organisations that identify with the goals of WDV and the Hubs 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.

The Local Leadership Hub Coordinator will be responsible for maintaining our current Hubs and developing relationships with potential host organisations to support the growth of our Hub network.

**EMPLOYMENT CONDITIONS**

**Classification:** Women's Health Victoria Enterprise Agreement 2007  
Level 4 – Salary range between Year 1 - Year 3  
pro-rata of \$70,386 - \$75,349 depending on experience,  
plus 9.5% Superannuation and Salary Packaging available.

**Hours of Work:** 0.8 FTE (60.8 hours per fortnight)

**Tenure:** This position is from the date of appointment to February 2023, and may be extended subject to funding.

**Position Location:** Level 9, 255 Bourke Street, Melbourne.

## **Probity & Compliance Requirements:**

- Current consent to check and release National Police Record with a satisfactory outcome
- Current consent to undertake and release a Working with Children Check (if applicable)
- 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 purpose of promoting or realising substantive equality for women and women with disabilities.

## **POSITION OBJECTIVES**

- Facilitate leadership development of women with disabilities through the delivery of key aspects of the Hub network including:
  - I. Growth and development of the current Hubs
  - II. Expansion of the Hub network into other key metropolitan/regional areas of Victoria
  - III. Identify and facilitate collaborative partnerships between WDV and community and/or government organisations to progress implementation of the Hubs
  - IV. Identify opportunities for skills development of members of the Hubs as well as the Hub Liaison Officers
  - V. Collect feedback from Hub hosts, Hub members, Hub Liaison Officers and other relevant stakeholders in order to provide timely reports and evaluation of the Hubs to all relevant stakeholders.

## **KEY RESPONSIBILITIES**

### **Partnership Development**

- In conjunction with the Program Manager, Community Inclusion and Women's Empowerment, actively pursue, develop and enhance local/regional partnerships and stakeholder relationships for the delivery of leadership development and peer support opportunities for women with disabilities.
- Identify and pursue local and regional funding opportunities for ensuring long-term sustainability of the Hub network.
- Implement, cultivate and evaluate partnership arrangements with regional stakeholders and host organisations willing to work towards the successful establishment of the Hubs.

### **Facilitate Leadership and Advocacy Training and Development**

In conjunction with key community stakeholders:

- Promote the Hub network to women with disabilities
- Support Hub Liaison Officers to encourage and strengthen Hub participation of women with disabilities
- Identify potential opportunities in metropolitan/regional areas of Victoria, where new Hubs can be established and create safe spaces for women to come together

- Identify key stakeholders who may act as host organisations to support the creation and embedding of Hubs within the local community
- Identify opportunities for Hub members to contribute to and be involved in the work of WDV
- Recruit and support Hub Liaison Officers.

### **External Communication**

- Seek opportunities to engage and liaise with host and locally based organisations regarding better representation of issues for women with disabilities.
- Contribute to WDV's E-News.
- Promote WDV and its work in relevant e-newsletters and on websites.
- Promote Hub achievements and women's experiences and stories to highlight the leadership skills and development of women with disabilities.

### **Evaluation of the Program**

- Assist in the review, design and implementation of evaluation of the impact of relevant components of the Program from the perspective of all stakeholders.

### **Financial Management**

- Work within the scope of the Program budget with the approval of the Program Manager, Community Inclusion and Women's Empowerment.

## **GENERAL RESPONSIBILITIES**

The following responsibilities are required to be carried out and apply to all Project Managers:

- Travel (metropolitan and regional) to and from Hub locations and relevant meetings is required as part of this role. WDV will reimburse the employee reasonable out of pocket expenses incurred in the course of her duties as per Part 7, No. 44 under the Women's Health Victoria Enterprise Agreement 2007
- Assisting in setting up and packing down of program workshops, meetings and presentations may also be required.

The following responsibilities are required to be carried out and apply to all staff at WDV:

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships
- Provide verbal and written reports and activities data as appropriate
- Active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- Work within organisational policies, procedures and Enterprise Agreement
- Undertake other duties as directed within each person's scope and abilities
- Health Safety and Wellbeing requirements:
  - I. Participate in and contribute to Occupational Health & Safety (OHS) and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors
  - II. Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture

- III. Follow OHS standards, and raise any concerns in the appropriate manner.

## **OHS ADVICE FOR THIS POSITION**

1. This position may require the following duties to be carried out:
  - Light manual lifting including moving of tables and chairs for meeting set-up
  - Carrying and set-up, or supporting such setup of IT, audio-visual and accessibility equipment
  - Arranging for transport and/or transporting of resources and equipment to meetings and events.
2. Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

## **ORGANISATIONAL RELATIONSHIPS**

### **Internal Relationships & Extent of Authority**

- Contribute to the culture of the decision-making processes incorporating cooperation, collaboration and shared accountability with other staff and the Board.
- The position reports to the Program Manager, Community Inclusion and Women's Empowerment.
- The position supports and supervises up to 7 Hub Liaison Officers.

### **External Relationships**

The Local Leadership Hub Coordinator:

- Builds relationships and formal partnerships within the community sector, grant makers, local and Victorian government and the NDIA
- Encourages involvement of WDV Members, women with disabilities and other key stakeholders in projects
- Implements identified and formalised strategic delivery partnerships.

### **Accountability**

The Local Leadership Hub Coordinator will:

- Report on delivery of agreed performance measures to the Program Manager, Community Inclusion and Women's Empowerment
- Provide regular monthly project reports to the Program Manager, Community Inclusion and Women's Empowerment
- Provide timely reports to the funders against agreed deliverables via the Program Manager, Community Inclusion and Women's Empowerment.

## **KEY SELECTION CRITERIA**

### **Mandatory**

- Relevant qualifications or experience in social sciences / health promotion.
- Relevant experience in developing, formalising and maintaining partnerships.
- A demonstrated commitment to the values and feminist principles underpinning WDV's approach.
- Demonstrated skills and experience in community development and project development and delivery.
- Highly developed communication and negotiation skills with the ability to communicate with a range of audiences (including potential stakeholders).
- Awareness of the challenges of working in a field where disclosure can occur and understanding of how it may impact on staff practice to ensure the wellbeing of all involved in the Hubs.
- Ability to collaborate effectively in a team.
- Proven ability to manage staff, work with limited supervision, manage competing priorities and find creative solutions to problems.
- Computer literacy including experience with MS Office, database and internet research and other forms of research.

### **Highly Desirable**

- Lived experience of disability.
- Experience in project management.

**POSITION CLASSIFICATION:** Level 4 (WHV EBA 2007 descriptors)

### **Definitions:**

- I. Work is likely to be under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the management and output of the work of others and for a defined function or functions may be involved.
- II. Work involves the exercise of a degree of autonomy with delegated authority to operate within broad organisational guidelines. The selection of methods and techniques is based on sound judgement. The work generally involves the management of major projects and/or functions. Solutions to problems can generally be found in documented techniques, precedents or instructions. Advice would not necessarily be available within the organisation.
- III. Competency at this level involves the self-directed development of knowledge with substantial depth across a number of areas and/or mastery of a specialised area with a range of skills. Application is to major functions in either varied or highly specific contexts.
- IV. Competencies are normally used independently and are substantially non-routine. Significant judgement is required in planning, design, technical or supervisory functions related to products, services, operations or processes.

## **Core Competencies:**

- I. Ability to use knowledge of legislation, policies and procedures of the Service to identify risk, opportunities and strategic issues for the future.
- II. Ability to use strategic and operational planning processes to set goals, develop plans and objectives having regard for both the current and future directions of the service.
- III. Ability to allocate work flexibly to people, and lead and motivate staff performance. Training needs are identified and appropriate training is provided to staff being supervised. Personnel management records are maintained in line with recognised practices.
- IV. Ability to identify and assess client needs, negotiate and liaise with clients and market the product or service.
- V. Ability to implement, monitor and evaluate work plans so that work conforms to prior estimates and costs. Materials, services and equipment are acquired and work-in-progress is regularly checked. Any necessary variations are incorporated and these are advised to staff and management. Progress reports are provided to clients and other interested parties.
- VI. Ability to exercise initiative by identifying potential problems and developing appropriate solutions.
- VII. Ability to cost work, prepare estimates and provide this information to clients. Material and suppliers are identified and prices are negotiated.
- VIII. Ability to anticipate and assess the impact of change and create and foster an awareness of the opportunity for change and an environment conducive to change.
- IX. Ability to recognise and apply strengths and address areas for development. Demonstrate integrity and apply ethical practices, As well as demonstrate self-organisation and a high degree of personal accountability.

**PD Date of approval:** 12 March 2020