

**POSITION DESCRIPTION**  
**Women's Empowerment Officer**  
**Part-time (0.8 FTE)**  
**Women's Empowerment Program**  
**(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.

The Women's Empowerment Program (*referred to as The Program hereafter*) is a key platform for the goal of empowering women to advocate both broadly and in their local communities about issues that relate to them and other women with disabilities.

The Program offers different ways of bringing together a diverse range of women (e.g. of all abilities, cultures, age, sexual orientation and geographical location) to develop their leadership skills, knowledge and insights about what it means to be a woman living with a disability, leadership, empowerment, advocacy and becoming more involved in their local communities and more broadly in society.

The Program includes:

- Enabling Women courses and mentoring programs in metropolitan and regional areas (Enabling Women and Enabling Young Women)
- Supporting the development and dissemination of accessible information resources for women with disabilities, including NDIS Module and Safeguards products.

**EMPLOYMENT CONDITIONS**

- Classification:** Women's Health Victoria Enterprise Agreement 2007  
Level 3 – Salary range between Year 1 - Year 3  
(pro-rata of \$60,248 - \$63,311) 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 St, 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
- 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 WDV Women's Empowerment Program including:
  - I. Enabling Women Leadership Program
  - II. Mentoring Program
  - III. Identify and facilitate collaborative partnerships between WDV and community and government organisations to progress implementation of The Program.
  - IV. Identify funding (including in kind resources) and implementation opportunities for the delivery of Program components.
  - V. Collect feedback from Program Reference Group, Program participants and other relevant Program stakeholders in order to provide timely reports and evaluation of the Program 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 opportunities for women with disabilities.
- Identify and pursue local and regional funding opportunities for delivery of key components of The Program.
- Implement, cultivate and evaluate partnership arrangements with regional organisations willing to work towards the successful delivery of The Program.

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

In conjunction with the partner organisations:

- Promote the Enabling Women Leadership Program to women with disabilities
- Assess the suitability of applicants for the program
- Deliver several multi-week training courses per year in multiple metropolitan or regional locations
- Facilitate mentoring opportunities for building leadership and advocacy skills of women with disabilities in their local communities and more broadly within society
- Promote volunteer and leadership opportunities to increase the visibility and voice of women with disabilities
- Identify ways members can contribute to and be involved in WDV's objectives.
- Recruit and support co-facilitators and mentor coordinators (where applicable).

## **External Communication**

- Seek opportunities to engage and liaise with 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 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 Program Manager's approval.

## **GENERAL RESPONSIBILITIES**

The following responsibilities are required to be carried out and apply to all Women's Empowerment Officers:

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

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 & wellbeing requirements:
  - I. Participate in and contribute to Occupational Health Safety 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 will 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 of IT, audio-visual and accessibility equipment
  - Arranging for transport and/or transporting of resources and equipment to meetings and events
  - Arranging transport of bulk mail outs and packages
  - Bulk photocopying.
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 co-operation, collaboration and shared accountability with other staff and the Board.
- The position reports to the Program Manager, Community Inclusion and Women's Empowerment and supports and supervises Co-facilitators and, where applicable, Mentor Coordinators.

### **External**

The Women's Empowerment Officer:

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

### **Accountability**

The Women's Empowerment Officer 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/ Partnership development.
- A demonstrated commitment to the values and feminist principles underpinning WDV's approach.
- Demonstrated skills and experience in community development and project development, including the ability to evaluate and modify program content where necessary
- Highly developed communication and facilitation skills with the ability to communicate with a range of audiences with diverse communication styles.
- Awareness of the challenges of working in a field where disclosure can occur and understanding of how it may impact on your practice to ensure the wellbeing of all involved in The Program
- Ability to collaborate effectively in a team
- Proven ability to 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 searching for research.

### **Highly Desirable**

- Lived experience of disability.
- Experience in developing and delivering training programs.

## **POSITION CLASSIFICATION: Level 3 (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 individual and for a defined function may be involved. The work of others may be supervised or teams guided or facilitated.
- II. Work involves the exercise of a degree of autonomy and may involve the control of projects or programmes. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- III. Competency at this level involves the self-directed development of knowledge with broad knowledge across a number of areas and/or mastery of a specialised area with a range of skills.
- IV. Competencies are normally used independently and may be non-routine. Judgement and discretion is required in dealing with clients, services, operations and processes.

### **Competencies:**

- I. Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
- II. Ability to set individual work area objectives and clarify client needs and expected results. The people, funds, materials and equipment needed to carry out this work are identified and set down in an action plan.
- III. Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
- IV. Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.

- V. Ability to identify, gather, analyse and apply information to achieve goals of the work area. Ability to present information in a way which is understandable to an audience and identifies options and recommends appropriate action.
- VI. Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.
- VII. Ability to achieve personal goals in the workplace and career progression. Feedback is sought on work performance and strategies for improvement are implemented. Honest and ethical behaviour is applied with clients and colleagues.

**PD Date of approval:** 13 March 2020