

POSITION DESCRIPTION

Youth Expert - Experts by Experience Casual Position May 2022 – 16 December 2022

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.

WDV is forming a Youth Expert by Experience Group (Youth EbE) from date of appointment to Thursday 16 December 2022.

There are 8 new positions available. We are looking for young people with disabilities aged 18-25 who are women or non-binary youth whose values align with WDV's feminist principles.

The Youth EbE is being formed as an outcome of recommendations from WDV's 2021 Youth Project Co-Design Group, and to be in line with WDV's approach of working with our members' experiences and creating leadership and advocacy opportunities.

The Youth EbE will use the knowledge and skills of members gained through their lived experience to:

- Create and maintain a safe and supportive space within the team.
- Provide knowledge and insights regarding the experiences of women and non-binary youth with disabilities
- Research, design, deliver and review youth-specific workshops.

EMPLOYMENT CONDITION

- Classification:** Women's Health Victoria Enterprise Agreement 2007.
Level 3, Year 1 (pro-rata \$64,299) rate \$40.68 which includes 25% leave loading plus 10% Superannuation.

The above rate has been adjusted to be in line with the SCHCADS Award 2010 as at 1 July 2021.
- Hours of Work:** Casual hours which will be an average of 6 hours per fortnight. Working days may alter with some variation with a longer workday if required.

All Experts by Experience meetings will be held in a minimum of 3-hour blocks.
- Tenure:** This position is from the date of appointment to Friday 16 December 2022 and may be extended subject to funding.
- Position Location:** All work to be conducted online and working from home.

Probity & Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome.
- As a requirement, all WDV employees are required to provide a COVID certificate showing that they are fully vaccinated or provide proof of a certified medical exemption.
- Must possess Australian Citizenship, permanent resident status or 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.

POSITION OBJECTIVES

Experts will be able to use and build their skills and knowledge - individually and within a team setting, to support the leadership and advocacy of others.

The Team will continue from the work of 2021's Youth Project Co-Design Group and will have the following responsibilities:

- Research, design, run and review a series of 4 workshops that supports the broad or specific leadership of young women and non-binary youth with disability.
- Support the development of a WDV youth network.
- Contribute to the planning of a WDV youth conference.

KEY RESPONSIBILITIES

Project Work

- Research, design, run and review a series of 4 workshops.
- Contribute to the research, design, and development of a youth network.
- Contribute to scoping and planning for a future conference.

Teamwork

- Work respectfully with team members, WDV staff and other people connected to the Youth EbE.
- Share ideas and discuss them with members of the team.
- Attend Team and WDV meetings as required.
- Share the responsibility of tasks within the Team.
- Provide feedback and contribute to project evaluation.

Represent and advocate for women and non-binary youth who aligns with WDV Feminist principles with disability

- Support the work of WDV by sharing lived experience.
- Help identify the needs of young women and non-binary youth with disability who align with WDV Feminist principles this may include workshops, networks, and conferences.
- Provide feedback and advice on projects, resources, materials, and policies, of WDV and external organisations which relate directly to youth.
- Support positive relationships with those connected to the Youth EbE, such as WDV staff, project partners, guest speakers, and external organisations the Youth EbE meet and communicate with.

Individual Development

- Participate in system trainings for SharePoint and Zoom.
- Participate in supervision meetings – share ideas, discuss concerns, provide feedback, and work towards positive outcomes.
- Participate in professional development opportunities as required.

GENERAL RESPONSIBILITIES

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.
- Adhere to WDV file saving protocols and use WDV SharePoint and employee OneDrive cloud-based document management system.
- 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:
 - Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors, and visitors.
 - Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture.
 - 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:
 - Setting up of IT, audio-visual and accessibility equipment.
 - Extended time in front of screens.
 - This position will require sustained periods of sedentary work with breaks built in (usually 3 hours including breaks).
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.

ACCOUNTABILITY

The position will report on delivery of agreed performance measures to the Program Manager – Community Inclusion and Women’s Empowerment, with regular supervision provided by the Women’s Empowerment Officer – Youth.

KEY SELECTION CRITERIA (This must be addressed in your application)

Applicants should demonstrate:

1. A commitment to the values of WDV.
2. A willingness to use lived experience to support young women and non-binary youth with disabilities, who align with WDV’s Feminist principles.
3. The ability to work within a team environment - including sharing responsibilities, and respecting differences of experience and opinion.
4. Strong communication skills, (such as within meetings, via email, public speaking, and relaying information).
5. Experience or willingness to contribute to project work, including research, planning/design, implementation, and reviewing.
6. Strong attention to detail, organisational, time management and prioritising skills.
7. Willingness to develop skills, knowledge, and understanding (with support), to strengthen your work.

POSITION CLASSIFICATION: Level 3, (WHV EBA 2007 Descriptors WHV Enterprise Agreement Classification definitions and Competencies

Definitions:

1. 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.
2. Work involves the exercise of a degree of autonomy and may involve the control of projects or programs. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
3. 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.
4. Competencies are normally used independently and may be non-routine. Judgement and discretion is required in dealing with clients, services, operations and processes.

Competencies:

1. Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
2. 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.
3. Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
4. Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.
5. 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.
6. Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.

PD Approved: 5 April 2022