

POSITION DESCRIPTION

Gender and Disability Program Support Officer Part-time 0.6 FTE November 2023 – 30 July 2027

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 Values are:

- Equal Opportunity
- Accessibility
- Respect
- Collaboration
- Effectiveness
- Creativity
- Diversity
- Accountability

The Gender and Disability Workforce Development Program is funded by the Office for Prevention of Family Violence and Coordination and aims to prevent violence against women with disabilities before it occurs through mutually reinforcing activities:

- Build and consolidate strategic positions, communications, representation and partnerships for preventing violence against women with disabilities.
- Increase women with disabilities workforce engagement, leadership and representation in primary prevention and disability.
- Build the capacity of women with disabilities and the prevention, disability and social services workforces to prevent violence against women with disabilities.
- Build the evidence base for preventing violence against women with disabilities.

The Program was established in 2014 and has recently received another phase of funding.

EMPLOYMENT CONDITIONS

Classification: **WDV Enterprise Agreement 2022**

Based on the Social, Community, Home Care and Disability Services Industry Award 2010, as of 1 July 2023.

Salary: Level 3, Pay Point 1 – 4 (pro-rata of \$71,328 - \$76,479 depending on experience including leave loading). In addition Superannuation and Salary Packaging available.

Hours of Work: 0.6 FTE (45.6 hours per fortnight).

Tenure: This position is from the date of appointment – 30 July 2027.

Position Location: Hybrid – Melbourne CBD and working from home.

Probity & Compliance Requirements:

- You will be required to work in the office a minimum of 2 days per week as part of your contracted hours.
- Current consent to check and release National Police Record with a satisfactory outcome.
- All WDV employees are required to provide a COVID certificate showing that they are fully vaccinated (minimum of 2 vaccinations) 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 realising substantive equality for women and women with disabilities.

POSITION OBJECTIVES

This position is responsible for:

- Supporting the promotion, implementation and evaluation of the Gender and Disability Workforce Development Program training activities.
- Supporting other Program activities as required.
- Contributing knowledge and expertise in prevention of violence against women with disabilities (PVAWD) and gender and disability equity.

KEY RESPONSIBILITIES

Training related deliverables

- Support all training related deliverables (promotion, implementation and evaluation):
 - Self-paced online micro-webinars.
 - PVAWD 101 (awareness raising sessions).
 - Open training.
 - Tailored training.
 - Community of Practice.
- Support the development and refinement of the PVAWD training package – high-quality and evidence-based training materials.
- Support all PVAWD training sessions in diverse modalities including face-to face, online, hybrid and self-paced delivery options.

Experts by Experience Advocates

- Support all Experts by Experience Advocates meetings in diverse modalities including face to face, online and hybrid.

Workforce Development Activities

- In collaboration with the Program team, incorporate lived experience of women with disabilities purposefully to ensure gender and disability inclusive practice.
- In collaboration with the Program team, contribute to raising awareness and building the evidence base of prevention of violence against women with disabilities.

Administration

- Support all training related administrative tasks – registration forms, accessibility requirements, training participants' database and other tasks as needed.

- Support all Program Advisory Group (PAG) and working groups meetings – minutes and other tasks as needed.

Promotion and Communication

- Support the promotion of all training related deliverables – WDV and external organisations' communication channels.

Evaluation, Monitoring and Reporting

- Support the monitoring, evaluation and reporting of all training related deliverables.

Other Duties as Required

- Support the Program with other duties as required to meet the deliverables for the Program.

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.
- Have an 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.
- 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

- This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices.
- This position may require overnight travel for training delivery.
- 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 Gender and Disability Training Coordinator.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships

- The position will work in collaboration with all members of the WDV staff.

External Relationships

- Build and maintain effective relationships with key stakeholders.

KEY SELECTION CRITERIA

All 8 KSC must be addressed in your application (address each KSC individually – maximum 200 words each)

1. A demonstrated commitment to the values and principles underpinning WDV.
2. Demonstrated knowledge and/or experience in prevention of violence against women and/or women with disabilities.
3. Demonstrated knowledge and/or experience in intersectionality and/or disability inclusion.
4. Demonstrated experience supporting the promotion, implementation and evaluation of project activities.
5. Excellent attention to detail, organisation, time management and prioritising tasks.
6. Demonstrated ability to work both independently and in a team.
7. Capacity to respond effectively and appropriately to disclosures of violence is highly desirable.
8. Lived experience of disability is highly desirable.

Social and Community Service Employee Levels

You can find a copy of the WDV Classification Structure on employee salary Employee levels attached to Job Advertisement.

For further details about the position, please contact Vikki Cummings, HR Manager at WDV Recruitment at recruitment@wdv.org.au

PD Approved: 29 August 2023.