

POSITION DESCRIPTION

Gender and Disability Training Coordinator

Part-time 0.8 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 4, Pay Point 1 – 4 (pro-rata of \$82,264 - \$88,525 depending on experience including leave loading). In addition 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 – 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:

- Coordinating and implementing the Gender and Disability Workforce Development Program training deliverables over the next phase of funding.
- Contributing knowledge and expertise in gender and disability equity, prevention of violence against women with disabilities (PVAWD) and gender and disability inclusive practice.
- Building and maintaining effective relationships with key stakeholders to support Program delivery.

KEY RESPONSIBILITIES

Coordinate all training related deliverables

- Coordinate all PVAWD endorsement related deliverables (planning, co-design, promotion, implementation, monitoring, evaluation and reporting):
 - PVAWD credential for practitioners.
 - PVAWD endorsement for organisations – first iteration to be piloted in collaboration with a Program consultant.
- Coordinate all PVAWD training activities (planning, co-design, promotion, implementation, monitoring, evaluation and reporting):
 - Self-paced online micro-webinars – in collaboration with the Resource Development Officer.
 - PVAWD 101 (awareness raising sessions) – in collaboration with the Project Officer.
 - Open training (embedded in the PVAWD credential for practitioners).
 - Tailored training (embedded in the PVAWD endorsement for organisations).
 - Community of Practice.
 - Others as required.
- Coordinate the development and refinement of the PVAWD training package (planning, co-design, development, evaluation and reporting) – high-quality and evidence-based training materials.
- Facilitate all PVAWD training sessions in diverse modalities including face-to face, online, hybrid and self-paced delivery options – PVAWD 101

in collaboration with the Project Officer and/or the Experts by Experience Advocates¹.

Experts by Experience Advocates

- Coordinate the Train the Trainer workshop (planning, co-design, promotion, implementation, monitoring, evaluation and reporting) – in collaboration with the Project Officer.
- Coordinate the PVAWD 101 sessions (planning, co-design, promotion, implementation, monitoring, evaluation and reporting) – in collaboration with the Project Officer.

Workforce Development Activities

- Incorporate lived experience of women with disabilities purposefully to ensure gender and disability inclusive practice.
- Develop and maintain relationships with key stakeholders and partners in the disability, social services and prevention sectors.
- Represent WDV in relevant community, workforce and industry networks for the promotion and effective delivery of the disability, gender and prevention projects.
- Contribute to raising awareness and building the evidence base of prevention of violence against women with disabilities at all levels of government, peak bodies and relevant workforces and sectors.

Administration and Accounting

- Negotiate and draft training agreements with partners.
- Coordinate all training related administrative tasks – registration forms, accessibility requirements, training participants' database and other tasks as needed.
- Invoice training participants – in collaboration with the Financial Accountant.

Evaluation, Monitoring and Reporting

- Monitor and evaluate all training related deliverables and other Program activities as needed.
- Contribute to funders' reports once a year, WDV's annual report and quarterly Board reports and other reports as needed.

¹ The Experts by Experience Advocates are a team of casual lived experience advocates who provide internal and external consultations on gender and disability equity, PVAWD and gender and disability inclusive practice, and co-facilitate PVAWD 101 sessions.

Staff Supervision

- Provide day-to-day supervision, professional development, mentoring and coaching to the Program Support Officer.
- Oversee development and implementation of the Program Support Officer's workplan, including professional development and performance review.
- Support the Program Support Officer to apply lived experience to inform and benefit the Program and progress staff development.
- Monitor workloads and support the wellbeing of the Program Support Officer.

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 Program Manager.

The Program Support Officer will report on delivery of agreed performance measures to the 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 10 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. Excellent knowledge and skills in prevention of violence against women and/or women with disabilities.
3. Excellent intersectional equity knowledge and/or inclusive practice skills.
4. Demonstrated skills and experience of workforce development projects (planning, co-design, development, promotion, delivery, monitoring, evaluation, reporting).
5. Excellent training facilitation skills.
6. Excellent attention to detail, organisation, time management and prioritising tasks.
7. Capacity to effectively manage relationships with partners, key stakeholders and consultants.
8. Capacity to supervise staff and work in a team.
9. Capacity to respond effectively and appropriately to disclosures of violence and to support colleagues to manage resistance to gender and disability equity.
10. 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: 28 August 2023.