

## **POSITION DESCRIPTION**

### **Sharing Our Expertise Lived Experience Advocate 6 x Casual Positions March 2024 –24 April 2025**

#### **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 Sharing Our Expertise project is funded by the Victorian Department of Families, Fairness and Housing, and will address barriers to the economic participation of women with disabilities. The project will challenge the common framing of women with disabilities as service recipients rather than paid and valuable contributors to the health and social assistance sectors.

Training and technical assistance will be provided to employers expressing an intention to recruit/support women with disabilities in their workplaces. Evaluation and reflective practice will form a key part of deliverables to monitor shifts in employer intentions, organisational cultural change and/or recruitment of women with disabilities as a result of project activities.

## 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.

Level 3, Pay Point 1 (pro-rata of \$71,328 or \$45.00 per hour (which includes 25% casual leave loading)

**Hours of Work:** Casual hours will be 3-6 hours per fortnight.

All work will be paid at a minimum of 3-hour blocks.

**Tenure:** This position is from the date of appointment to Thursday 24 April 2025.

**Position Location:** Based in Melbourne - Work to be conducted online and working from home Monday – Friday unless otherwise required.

### 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 (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 realizing substantive equality for women and women with disabilities.

## POSITION OBJECTIVES

This position will be 1 of 6 Lived Experience advocate casual roles.

The Lived Experience Project team will be comprised of a group of passionate women that utilise their lived experience of disabilities and paid employment to improve employment outcomes for women with disabilities.

This team will have the opportunity to build their capacity to develop employment-related resources and training, they will scope, co-design, develop, deliver and promote resources and training and technical assistance

for organisations within the health and social services sectors, as potential employers of women with disabilities.

The team will additionally be provided training and development in the areas of employment, human rights, resource design, development, training design and delivery, utilizing lived experience of disability purposefully and public speaking and facilitation.

## **KEY RESPONSIBILITIES**

- Represent and advocate for women with disabilities.
- Support the work of WDV by sharing your lived experience of disabilities and employment to promote systemic change.
- Contribute to identifying gaps in resources available to support inclusive employment of women with disabilities.
- Support and provide expert consultation on the co-design and development of resources targeting potential employers within the health and social sectors.
- Co-develop and deliver training and technical assistance on inclusive employment to potential employer organisations.
- Use lived experience to enhance the learning of others in disability equity, accessibility and inclusive employment through training and public speaking opportunities.
- Support positive relationships with project partners, consultants and key stakeholders.
- Participate in professional development opportunities.
- Attend WDV meetings as required.

## **Teamwork**

- Work respectfully with team members, project and WDV staff.
- Share ideas and discuss them with members of the team.
- Respect differences and the experiences of others.

## **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.
- Adhere to WDV file saving protocols and use WDV SharePoint Intranet and employee OneDrive cloud-based document management system.
- 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**

1. This position may require the following duties to be carried out:
  - This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices.
  - Occasional overnight travel for training delivery or attending conference or events.
  - Coordination of setup and delivery of training, meetings and other 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.

## **ACCOUNTABILITY**

The position will report on delivery of agreed performance measures to the Sharing our Expertise Project coordinator and has no direct reports.

## **ORGANISATIONAL RELATIONSHIPS**

### **Internal Relationships**

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

### **External Relationships**

- Maintain effective relationships with key stakeholders.

## **KEY SELECTION CRITERIA**

**This must be addressed in your application with a small paragraph for each of the criteria.**

1. A demonstrated commitment to the values and principles underpinning WDV.
2. A lived experience of disability and paid employment, and willingness to utilise lived experience purposefully to reduce the barriers to employment of women with disabilities within health and social sector organisations.
3. A commitment to inclusive employment and disability and gender equity.
4. Willingness to engage in training to increase skills, knowledge, understanding and confidence in undertaking resource development, consultation and training facilitation.
5. Demonstrated willingness to co-design resources using lived experience.
6. Capacity to build positive relationships with the team, external partners, consultants and stakeholders.

## Social and Community Service Employee Levels

You can find a copy of the WDV Classification Structure on 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](mailto:recruitment@wdv.org.au)

**PD Approved:** 5 February 2024