

Business Manager

Part time 0.8 FTE

Women with Disabilities Victoria (WDV) is the peak organisation for women with disabilities in Victoria. WDV's 2025–2029 Strategic Plan envisions a safe and fulfilling life for all women and gender diverse people with disabilities in Victoria.

Our strategic priorities are to:

- Establish research partnerships with a focus on inclusion, health, gendered violence, sexual autonomy and economic justice.
- Build gender-based accessibility and inclusion expertise across Victoria.
- Work to dismantle ableist and sexist attitudes and systems, develop community understanding of rights and educate and empower members to live safe and fulfilling lives.
- Embed a member and community-led approach to advocacy and system change.
- Enhance WDV's operational efficiency and funding resilience.

WDV values are accountability, diversity, inclusion, impact, equity, respect, accessibility, creativity, collaboration and empowerment.

About the role:

We are currently seeking a Business Manager for an initial 10-month contract.

The position reports directly to the Chief Executive Officer.

Key responsibilities of the role include:

- Coordinating the effective day-to-day delivery of core business functions, including finance administration, human resource support, compliance processes, and office systems.
- Ensuring internal operations run efficiently and in accordance with relevant legislation, policies, and funding requirements.
- Providing support to senior staff across the organisation.
- Leading the Community Inclusion and Women's Empowerment (CIWE) program including financial oversight and development of documentation to support sustainable funding.

About you:

Our ideal candidate is highly organised and solutions-focused business professional with solid experience in business or operations management — ideally in the not-for-profit or community sector. You bring a practical understanding of financial processes, HR administration, compliance and office systems, and you're confident managing day-to-day business functions with a hands-on approach. You have senior management experience, a supportive and collaborative management style and are an excellent communicator with a strong background in staff and program management.

You're comfortable working under limited direction, balancing competing priorities, and supporting others to work efficiently. You value clear communication, collaborative working relationships, and contribute to a positive team culture. While you're not seeking an executive role, You are proactive, take initiative, and are committed to maintaining the systems that keep an organisation running smoothly and take the time to understand the boundaries of your role.

Ideally you will have lived experience of being a woman or gender diverse person with disability.

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What we offer:

- Disability Leave
- Cultural Leave
- Flexible working / Hybrid
- A diverse and supportive team
- We have a disability friendly work environment

We particularly encourage applications from women and gender diverse people with disabilities, including those from diverse backgrounds including LGBTIQ+, First Nations and migrant and refugee backgrounds.

The Position Description can be downloaded from our website at <https://www.wdv.org.au/get-involved/current-vacancies/>

How to apply:

Please click 'Apply Now' to submit your application.

Please note that applications must only include:

- Resume / CV
- Response to key selection criteria

Please refer to the Position Description for full instructions.

This position is open until filled, with no fixed closing date. We will review applications on a rolling basis, and suitable candidates will be invited for interviews as soon as their applications are received.

IMPORTANT: Only applicants who provide all the documents required will be considered.

Any enquiries regarding the role, please contact **Julie Kun** on **9286 7817** or email Recruitment at recruitment@wdv.org.au using the subject line: Business Manager. Do not send applications to this email address.