

POSITION DESCRIPTION

Program Support Officer

Part-time 0.7 FTE

Date of appointment – 26 June 2026

POSITION CONTEXT

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:

- Enhance WDV's operational efficiency and funding resilience.
- 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.

The Program Support Officer supports both the Gender and Disability Workforce Development (G&D) Program and the Community Inclusion and Women's Empowerment (CIWE) Program.

The G&D Program aims to prevent violence against women and gender diverse people with disabilities before it occurs through mutually reinforcing activities:

- Build and consolidate strategic positions, communications, representation and partnerships for preventing violence against women and gender diverse people with disabilities.
- Increase women and gender diverse people with disabilities workforce engagement, leadership and representation in primary prevention and disability.

- Build the capacity of women and gender diverse people with disabilities and the prevention, disability and social services workforces to prevent violence against women and gender diverse people with disabilities.
- Build the evidence base for preventing violence against women and gender diverse people with disabilities.

The CIWE Program aims to prevent violence against women and gender diverse people with disabilities before it occurs through mutually reinforcing activities. This CIWE Program supports three key areas of work:

- The Women's Empowerment Program supports women and gender diverse people with disabilities through leadership training, mentoring, a state-wide leadership network and three associated local hubs and the Youth Experts by Experience.
- Some administrative support to the Manager, Community Inclusion and Women's Empowerment
- The development and implementation of Community Inclusion projects, which aim to strengthen community inclusion of women and gender diverse people with disabilities in isolated rural, and regional areas through community capacity building.

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

EMPLOYMENT CONDITIONS

Classification:	Salary Range: Level 3, Pay Point 1 – 4, depending on experience of the Social, Community, Home Care and Disability Services Industry Award 2010, as of 1 July 2025. In addition, Superannuation and Salary Packaging available.
Hours of Work:	0.7 FTE (53.20 hours per fortnight) to be worked over Monday to Thursday. 0.5 FTE for the G&D Program. 0.2 FTE for the CIWE Program.
Type of employment:	Fixed term contract.
Period of employment:	Date of appointment – 26 June 2026.
Position Location:	Hybrid – Melbourne CBD and working from home.

PROBITY & COMPLIANCE REQUIREMENTS

- Current consent to check and release National Police Record with a

satisfactory outcome.

- Working with Children check.
- Must possess Australian Citizenship, permanent resident status or applicable work visa.
- 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 administration and coordination of the G&D Program training activities.
- Supporting the administration and coordination of the Enabling Women Program training activities, including the assembly and distribution of course materials and participation in program graduation events
- Contributing knowledge and expertise in prevention of violence against women and gender diverse people with disabilities and gender and disability equity.
- Contributing knowledge and expertise in the empowerment of women and gender diverse people with disabilities.
- Supporting other G&D and CIWE Programs activities as required.

KEY RESPONSIBILITIES

G&D training related deliverables

- Support all training related deliverables (update existing promotional materials, provide IT and other support as needed, administer evaluation feedback surveys):
 - Self-paced online micro-webinars.
 - Experts training.
 - Professional development for individuals/ organisations.
 - Community of Practice.
- Support the development and refinement of all training packages (format existing training materials) – high-quality and evidence-based training materials.

- Support all training sessions in diverse modalities including face to face, online, hybrid and self-paced delivery options (respond to training participants' enquiries and support training facilitators as needed).

G&D Experts by Experience Advocates

- Support all Experts by Experience Advocates meetings in diverse modalities including face to face, online and hybrid (provide IT support to the Experts and Experts meetings facilitator).

G&D Workforce Development Activities

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

G&D and CIWE Promotion and Communication

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

G&D and CIWE Program Evaluation, Monitoring and Reporting

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

G&D and CIWE Administration

- Support all training related administrative tasks – registration forms, sourcing of materials, mail out of materials, accessibility requirements, training participants' database and other tasks as needed.
- Support all Programs Advisory Groups and working groups meetings – minutes and other tasks as needed.

WDV Support

- Support the administration and delivery of WDV activities and events (i.e. staff meetings, Assembly General meetings, Brenda Gabe Leadership Award, etc.) – registration forms, sourcing of materials, mail out of materials, accessibility requirements, set up of meetings and other tasks as needed.

GENERAL RESPONSIBILITIES

The following responsibilities 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.
- Use WDV's 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 the 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 may require the following duties to be carried out:

- Setting up of IT, audio-visual and accessibility equipment.
- Extended time in front of screens and sitting at desks.
- Occasional overnight travel for training delivery or attending conference or events.
- Coordination of setup and delivery of training, meetings and other events.
- This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices.

Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women and gender diverse people with disabilities. WDV can offer supports, including our Employee Assistance Program, to women and gender diverse people with disabilities 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 Program Coordinator and to the Manager, Community Inclusion and Women's Empowerment.

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

1. A demonstrated commitment to the values and principles underpinning WDV.
2. Demonstrated knowledge and/or experience in prevention of violence against women and gender diverse people 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. Demonstrated knowledge of being able to use IT and Communication systems such as Zoom and MS suite of tools.
6. Excellent attention to detail, organisation, time management and prioritising tasks.
7. Demonstrated ability to work both independently and in a team.
8. Capacity to respond effectively and appropriately to disclosures of violence is highly desirable.
9. Lived experience of disability is highly desirable.

PD Approved: September 2025

PD – Program Support Officer