

	<p>372 Spencer Street West Melbourne VIC 3003 ABN: 98 957 157 895</p>
Position Title:	Project Lead
Incumbent:	Vacant
Accountable to:	Chief Executive Officer
Reports to:	CEO in lieu of Advocacy & Program Manager
Area:	Program and Advocacy
Supervisory Responsibilities:	May be required to support staff who are involved in the project.
Employment conditions:	<p>Fixed Term Contract 9 months 39 weeks Part-Time 22.5 hours per week (0.6 EFT/equivalent to 3 days/week)</p> <p>Superannuation contributions calculated on 9.5 % of gross salary plus attractive salary packaging opportunities available to the NFP sector apply</p>
Hours of Work:	<p>Monday-Friday Business hours between 8.00-6.00 pm for 22.5 hours per week. Family friendly flexible work practices are supported</p>
Classification:	<p>Social, Community, Home Care &amp; Disability Services Industry Award 2010 Sector Award Level 6, increment level dependent on experience.</p>
Performance Review:	<p>Review of the position description will occur in the event of any major changes to current funding arrangements or annually.</p>
Version Number:	1
Version updates	n/a
Approved by:	WIRE CEO Julie Kun
Date:	May 2020

## ABOUT WIRE

WIRE is a leading service delivery organisation with more than 30 years' experience supporting countless women, nonbinary and gender-diverse people across Victoria. It is the only Victorian state-wide free service that provides information, support and referrals to any Victorian women, nonbinary and gender-diverse person on any issue. Page | 2

**Vision:** a just and inclusive society where all people can thrive.

**Values:** WIRE is feminist, inclusive and bold. We strive for social justice, empowerment and integrity.

**Mission:** At WIRE we work with women, non-binary and gender-diverse people to address the issues they identify, assist them to make informed choices in their lives and advocate for structural change to bring about gender equity and social justice.

WIRE has a strong track-record of innovation in research, training and service delivery and addressing the multiple barriers women, non-binary and gender-diverse people experience that contribute to their marginalisation.

WIRE supports all women, including nonbinary and gender non-conforming people. We are a committed feminist organisation that provides best-practice gender-informed service delivery, research and training and a non-stigmatising service delivery entry point for thousands of people every year.

We provide support through a Telephone Support Line, by email and online, as well as face-to-face at our Walk-in Centre located in West Melbourne. We also deliver a range of programs and services including job coaching, employment workshops, financial and legal clinic, lunch-time clubs and activities for those experiencing isolation and homelessness.

We undertake projects and provide education and resources to individuals, organisations and the community to build capacity and capability to counter gender bias, discrimination and family violence. This includes training products and programs focused on increasing women's financial capability, addressing family violence, dealing with difficult calls and working more effectively with women.

We are a small organisation but our impact ripples throughout Victoria. With more than 60 active volunteers and 22 staff we provide services to Victorians that changes lives. We are proud of who we are, the service we provide and what we have achieved

## WIRE VALUES AND PRINCIPLES

[See WIRE's webpage with more information about WIRE our strategic plan and principles of practice](#)

## PURPOSE OF ROLE

WIRE has received funding to develop a family violence, primary prevention toolkit (Respectful Financial Relationships Conversations) designed to attack the drivers of financial abuse and promoting positive respectful relationship behavior.

The Respectful Financial Relationships Conversation toolkit publication will be available both online and in hard copy, and will address:

- Why are discussions around financial decision making important?
- What is a respectful financial relationship (inclusive of cultural diversity, family unit diversity)
- Why do so many people feel so awkward when talking about money with a family member
- Benefits of having conversations about money
- How to create a structure and environment to enable respectful financial conversations.
- Step by step conversation model from preparation to following up on agreed action.

Project scoping and design is planned to start in July 2020 and implementation including collation and development of materials will continue until February 2021, with a formal launch in March 2021. The Project Lead will be responsible for scoping and designing, and undertaking end-of-program evaluation period.

Consultation with people with lived experience such as culturally and linguistically diverse (CALD) groups, Aboriginal and Torres Strait Islanders (ATSI), and members of LGBTIQ+ communities will help inform the project deliverables. Key deliverables of the project will include:

- A video containing tips on having respectful financial relationships
- Hard copy of Respectful Financial Relationships Conversations Kit
- Soft copy of Respectful Financial Relationships Conversations Kit to be available on WIRE Website
- Post project evaluation report

The Project Lead role will work with Managers and CEO at WIRE. The project will be in collaboration with Credit Union Australia and supported by Credit Union Australia (Project Sponsor).

## Roles & Responsibilities

The Project Lead will be responsible for using evidence-based and best-practice approaches to develop the toolkit including (but not limited to):

Responsible Financial Conversations Toolkit Project Lead – May 2020

1. Using project management tools and approaches to manage the project (planning and design, implementation and evaluation).
2. Establishing sound governance, reporting and risk management approaches and processes to guide project delivery.
3. Leading project design and managing project implementation, ensuring it is informed by:
  - a. lived experiences from people who have experiences financial abuse and also people from culturally and linguistically diverse (CALD) groups, Aboriginal and Torres Strait Islanders (ATSI), and members of LGBTIQ+ communities
  - b. intersectional and human-centred practice.
4. Establishing meaningful partnerships and strong working relationships within WIRE, with community, and with Credit Union Australia,
5. Identifying avenues to expand and promote the toolkit to other groups and communities to help to build positive relationships with money and financial independence..
6. Managing project budget, reporting and acquittals and liaising with Credit Union Australia to meet project and contractual requirements.
7. Contributing to other tasks and duties as required being a staff member and part of the WIRE team.

## General responsibilities of WIRE staff

- Maintain, and ensure your team maintains a clean, hygienic and safe work area.
- Be proactive in identifying and problem solving OHS matters
- Be proactive in understanding and maintaining environmental standards
- Perform any other reasonable task as required.

For the duration of your employment with WIRE, your duties may vary considerably as you gain experience, undertake additional duties, and pursue career options within WIRE. Your position description is an indicative guide and may be reviewed as required

## WIRE Behavioural expectations

WIRE expects all staff to work with **integrity, courage, transparency, accountability** and in **collaboration**.

**Integrity** - Our daily work and behaviour is aligned with our agreed principles, values and practices.

### **Courage-**

- support each other with kindness
- allow others to speak their truth
- engage in self-reflection, learning, growing, evolving and change

- o Name and challenge our own privilege and the systems that enable our privilege to oppress and marginalise others. .
- o we make ourselves vulnerable by exposing possible blind spots and are open to experience the discomfort of challenge, growth and change
- o We provide a space to hear opinions that are not our own and truly listen, consider bringing our wisdom into the space with care.

### **Accountable**

- o We use our limited resources wisely to better serve the women, gender-diverse and nonbinary people of Victoria
- o We make decisions that are fair and take account of intersectional practice
- o We will work creatively and innovatively with purpose
- o We work within the policy and procedures and boundaries established by WIRE .
- o We hold each other to account for behaviours in a supportive and kind way.
- o We are not passive bystanders we won't rely on those experiencing marginalisation or oppression to verbalise situations of violence.
- o We are accountable for our own behaviour, we respect boundaries and work ethically

### **Collaborate & transparency**

- o We listen deeply and communicate openly with respect
- o We will use language that is accessible
- o We show a commitment to examining and finding alternatives to patriarchal power structures and modes of leadership.
- o We are willing to sit in disagreement
- o We set boundaries, communicate those boundaries to staff, volunteers and service users and are accountable for the decision making around boundaries.
- o We clearly communicate what we are asking for, and where power lies in decision making processes.
- o We work constructively in fluid conversations to find solutions.
- o We work with others to find creative solutions for complex problems.
- o We are committed to empowered practice.
- o We are able to name our expertise and the expertise of others.
- o We share professional knowledge and insights with our colleagues and provide a space for learning
- o We respect the skills, knowledge and experience of colleagues including volunteers

## **KEY SELECTION CRITERIA**

### **Academic Qualifications:**

<b>Essential</b>
A tertiary qualification in Communications, Marketing, Project Management or other relevant discipline OR significant work experience

## Selection criteria:

Essential	Desirable
Alignment with WIRE values, vision and mission, and commitment to gender equity.	Knowledge and prior experience in the not-for-profit sector
Experience managing projects (3 years minimum), and working with diverse and marginalised members of the community.	Knowledge of the drivers of family violence in particular financial abuse
Understanding of intersectionality and ability to align design and resource creation to intersectional practice.	Previous work in the area of financial capability
Experience in managing digital communications and or marketing related projects.	
Ability to work independently and self-directed, with minimal support or guidance.	
Experienced in collaborative stakeholder engagement with a diverse range of stakeholders and management experience, including experience establish partnerships across sectors.	
Strong organisational skills, including ability to manage and deliver against competing priorities and demands	
Strong communication skills (written, verbal and interpersonal)	
High-level of computer literacy, including proficiency with Microsoft Office (Word, Outlook, Excel and PowerPoint) and ability to use a Customer Relationship Management (CRM) platform	
Experience managing external suppliers for communications projects	

## Relationships

With	Purpose
CEO	Reports to
WIRE Communications Coordinator	Work collaboratively to promote project