Position Title: Project Lead – Intersectional COVID19 financial capability resources
Incumbent: Vacant
Accountable to: Chief Executive Officer/Advocacy & Program Manager
Reports to: CEO in lieu of Advocacy & Program Manager (not yet started)
Area: Program and Advocacy
Supervisory Responsibilities: Nil
Employment conditions: Fixed Term Contract 6 months (26 weeks - 585 hours)

This position is Part-Time 22.5 hours per week (0.6 EFT/equivalent to 3 days/week)
Superannuation contributions calculated on 9.5% of gross salary plus attractive salary packaging opportunities available to the NFP sector apply

Hours of Work: Monday–Friday
Business hours between 8.00–6.00 pm for 22.5 hours per week.
Family friendly flexible work practices are supported

Classification: Social, Community, Home Care & Disability Services Industry Award 2010 Sector Award Level 6 or 7 increment level dependent on experience.

Performance Review: Review of the position description will occur in the event of any major changes to current funding arrangements or annually.

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.

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

Funded through Ecstra’s COVID 19 financial capability response, WIRE has been funded to develop culturally appropriate COVID-19 pandemic related financial capability resources and information to support women and gender diverse non binary people in communities often excluded from traditional information pathways.

The Project Lead will create materials using a strength-based and trauma-informed approach to financial capability, and embed an intersectional lens inclusive of gender, LBGTIQA+, dis/ability, racial and cultural differences.

The Project lead will create and build partnerships with marginalized communities and facilitate the development of written resources appropriate to each community. Potential communities include women and gender diverse nonbinary people that:

- have experienced incarceration,
- are from faith and, or CALD communities,
- identify as having a disability,
- are victim survivors of family violence.

What outcomes will be achieved through these activities?

- Provide accessible, relevant and timely financial capability resources to Australians focussing on Australians experiencing marginalisation
- Reduce financial hardship for a broad cross section of Australians including those that are already experiencing increased marginalisation and for whom information is usually not tailored to meet their specific needs.
- To maintain and build confidence in addressing financial matters of Australians during a time of pandemic and financial upheaval in and emerging from the crisis
- Provide information to family violence victim survivors experiencing financial abuse that provide options to increase their physical safety and financial security. Provide easily understood written information to women and gender diverse nonbinary people that includes the following topics.
  - Maintaining and building your financial decision-making confidence in times of hardship
o Supporting yourself and family in a time of pandemic – looking after your physical, mental and financial health

o The role of government – Explaining Government role in managing Australian economy marco and micro. What support government can provide, how to access that support and what to expect when accessing support.

o What supports are out there to support you

o What can you do, to support yourself and those you care about.

o Making choices for yourself and your family

o Family violence and financial abuse in the time of pandemic and during recession

o What can you do when ends just won’t meet?

o Self-care

Roles & Responsibilities

The Project Lead will:

• Development of a project plan – inclusive of nominating specific communities to engage with for the project

• Engage and work with selected communities to ensure that created resources are relevant and the lived experience of community members being targeted including ensuring appropriate language, cultural referencing and knowledge gaps are taken into consideration. To do this we the project lead will engage lived experience experts and conduct focus groups with community members or one on one interviews if not possible due to social distancing restrictions.

• Develop four sets of resources each targeting a specific marginalized community

• Ensure that materials are informed by the experiences and existing knowledge within communities that validates their experiences and resilience and upholds the value of what communities are already doing to support themselves,

• Develop resources that are available and easily downloadable/printable

• Information to be available through WIRE’s website and also made available for distribution by other organisations through their websites.

• Develop and implement an online marketing campaign to disseminate material broadly to professionals and to specific community members
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

To work within the expectations of the WIRE code of conduct and Workplace Respectful behaviour policy

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
- Name and challenge our own privilege and the systems that enable our privilege to oppress and marginalises others.
- we make ourselves vulnerable by exposing possible blind spots and are open to experience the discomfort of challenge, growth and change
- 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
- We use our limited resources wisely to better serve the women, gender-diverse and nonbinary people of Victoria
- We make decisions that are fair and take account of intersectional practice
- We will work creatively and innovatively with purpose
- We work within the policy and procedures and boundaries established by WIRE.
- We hold each other to account for behaviours in a supportive and kind way.
- We are not passive bystanders we won’t rely on those experiencing marginalisation or oppression to verbalise situations of violence.
- We are accountable for our own behaviour, we respect boundaries and work ethically

Collaborate & transparency
- We listen deeply and communicate openly with respect

Project Lead - Intersectional COVID19 financial capability resources – June 2020
We will use language that is accessible
We show a commitment to examining and finding alternatives to patriarchal power structures and modes of leadership.
We are willing to sit in disagreement
We set boundaries, communicate those boundaries to staff, volunteers and service users and are accountable for the decision making around boundaries.
We clearly communicate what we are asking for, and where power lies in decision making processes.
We work constructively in fluid conversations to find solutions.
We work with others to find creative solutions for complex problems.
We are committed to empowered practice.
We are able to name our expertise and the expertise of others.
We share professional knowledge and insights with our colleagues and provide a space for learning
We respect the skills, knowledge and experience of colleagues including volunteers

KEY SELECTION CRITERIA

Academic Qualifications:

<table>
<thead>
<tr>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>A tertiary qualification in related to Project management, community development, Communications, Financial capability OR significant work experience</td>
</tr>
</tbody>
</table>

Selection criteria:

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignment with WIRE values, vision and mission, and commitment to gender equity.</td>
<td>Previous work experience working in financial capability</td>
</tr>
<tr>
<td>3 years plus experience managing projects, and working with diverse and marginalised members of the community.</td>
<td></td>
</tr>
<tr>
<td>In depth understanding of intersectional practice</td>
<td></td>
</tr>
<tr>
<td>Ability to work independently and self-directed with minimal support or guidance.</td>
<td></td>
</tr>
<tr>
<td>Experienced in collaborative stakeholder engagement with a diverse range of stakeholders and management experience, including experience establish partnerships across sectors.</td>
<td></td>
</tr>
</tbody>
</table>
Strong organisational skills, including ability to manage and deliver against competing priorities and demands

Collaborative and adaptive work style,

Proven experience successfully writing quality materials with in established timelines

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

<table>
<thead>
<tr>
<th>With</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy &amp; Program Manager/CEO</td>
<td>Reports to</td>
</tr>
<tr>
<td>WIRE Communications Coordinator</td>
<td>Work collaboratively to design materials and promote materials</td>
</tr>
</tbody>
</table>