



POSITION DESCRIPTION

Senior Project Officer (Full time/Part time)

POSITION DETAILS

Position title:	Senior Project Officer
Award:	SCHADS
Hours:	Full time or 0.8FTE. WWDA is committed to disability, family and care inclusive work practices.
Tenure:	This position is fixed term from date of appointment to 20 February 2023.
Salary:	\$98,800 (per annum, pro rata for part-time) + superannuation and access to attractive NFP salary packaging.
Location:	Flexible across Australia and guided by WWDA's working-from-home policy.
Direct reports:	Nil.
Reports to:	Director- Policy and Programs.

ABOUT US

Women with Disabilities Australia (WWDA) is the national Disabled People's Organisation (DPO) for women and girls with disability in Australia. WWDA represents more than 2 million disabled women and girls in Australia. We are run by and for women with disabilities. We operate as a transnational human rights and systemic advocacy organisation. Our work is grounded in a human rights-based framework which links gender and disability issues to a full range of civil, political, economic, social and cultural rights.

POSITION CONTEXT

WWDA has received a NDIA ILC grant to build the capacity of women and girls with disabilities (WGwD) across Australia. Supported by the grant, this ambitious and innovative project will:

- Promote peer learning opportunities for WGwD;
- Develop a 'Leadership and Mentoring Resource Kit' for WGwD.

- Provide direct support for WGwD to undertake individual leadership training and/or coaching;
- Increase opportunities for WGwD to participate in policy decision-making and media representation;
- Increase the engagement of WGwD in WWDA through outreach initiatives and the development of an accessible membership structure and strategy;
- Develop targeted, accessible information resources coupled with outreach in an effort to address the current gender disparity in NDIS participants;
- Provide access to information resources developed by and for WGwD that promote the autonomy, freedoms and agency of WGwD.

PURPOSE OF THE ROLE

Working alongside the Director- Policy and Programs, and with delegated authority, the Senior Project Officer (SPO) will play a key role in contributing to aspects of the NDIA ILC project including its strategic development and operational implementation, uptake and evaluation. The SPO will work collaboratively with the project team including the Project Officer and Communications Officer.

WWDA's work is grounded in a human rights framework. It is vital that the SPO **practices** intergenerational, intersectional feminism and **understands** that intersectional practice is *fundamentally reconstitutive and not additive* (Crenshaw,2020). The SPO will work with the project team to ensure that the project reflects the voices, needs and views of a diverse range of women and girls with disability in Australia, including, but not limited to Aboriginal and Torres Strait Islander women, LGBTIQ+ women, rural women, and women from culturally and linguistically diverse backgrounds.

RESPONSIBILITIES AND DUTIES

a. Facilitating Leadership, Peer learning and Participation in Decision Making

- Work with the Director to develop an application strategy, establishment of the steering group and other advisory and reference structures, a registration and applicant assessment process for the project.
- Work with the project team to plan, execute and evaluate activities (for e.g. workshops, forums, webinars, online forums etc.) that facilitate opportunities for building leadership, peer learning and advocacy skills of WGwD.
- Support the development of the project's resources including the production of written and audio-visual resources.
- Work with the project team to research, promote and deliver opportunities that increase the visibility and voice of WGwD. This will include linking WGwD to places where decisions are made, ensuring their stories, experiences and expertise are heard and promoted to government, NGO networks and media.
- Work with the Director to scope, recruit and support expert co-facilitators and mentors (where applicable) for project delivery.
- Represent WWDA on collaborative networks, strategic alliances and partnerships that advance the rights of WGwD.

b. Contributing to Project Management, Project Engagement and Uptake

- Advise the Director on strategic and operational planning and project management processes to set goals, and develop, implement and evaluate plans and activities related to the project.
- Identify key stakeholders and maintain the project's steering committee and other advisory and reference structures to guide and inform the project.
- Coordinate and engage the project's steering committee and other advisory and reference structures in the planning, design, delivery and evaluation of the project.
- Work with the Director to manage the relationship and reporting requirements with the funding body.
- Work with the project team to prepare relevant reports, submissions, media and general correspondence as required for internal and external purposes.
- Work alongside, and provide regular updates to, the Director.

c. Contributing to Project Evaluation and Learning

- Work with the Director in the review, design and implementation of evaluation of the project from the perspective of all stakeholders.
- Work with the project team to actively ensure that the project's design and implementation, authentically reflects the needs, views, wishes and desires of WGwD.

SELECTION CRITERIA

ESSENTIAL

1. Demonstrated experience in working to advance the rights and freedoms of women and girls via roles in the not-for-profit sector/within government/health promotion/campaigning or politics.
2. A strong understanding of the human rights model of disability and a broad understanding of the key issues facing women and girls with disability in Australia.
3. Demonstrated experience in large-scale externally funded project delivery, including skills in project planning, implementation, monitoring, reporting and contractual obligations.
4. Demonstrated skills in stakeholder engagement and relationship building, including facilitating the interaction of multiple stakeholders through consultations, workshops, steering committees and advisory group meetings.
5. Demonstrated experience in providing sector development or capacity building activities for communities who have experienced marginalisation, discrimination, violence and abuse.
6. Advanced written and oral communication skills for a range of purposes and stakeholders, enabling the development and production of clear, accurate, evidence-based reports, toolkits, events and communications products.
7. Tertiary qualifications in disability studies, community development, social work, social science, health promotion, project management, or related disciplines.

DESIRABLE CRITERIA

1. Certificate IV in Training and Assessment (TAE 40116) would be well regarded.

2. An understanding of, or experience in, government procurement, such as grants programs, would be highly regarded.

WWDA deeply values lived experience. People with lived experience of disability are strongly encouraged to apply.

OHS ADVICE FOR THIS POSITION

This position may require the following activities to be carried out:

- Carrying and set-up, or supporting the setup of resources, catering, IT, audio-visual and accessibility equipment.
- Occasional overnight travel for project delivery.

Please be assured the above activities are **not** inherent requirements of the role. WWDA will make adjustments and redistribute the above activities should they pose any barrier for the successful candidate.

Work undertaken on this project will bring the team members into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women and girls with disabilities. WWDA will offer support and supervision.

OTHER REQUIREMENTS

The successful candidate will be required to attain a satisfactory Working with Vulnerable Persons/Children check.

HOW TO APPLY

Please provide a written statement (no more than three A-4 pages) clearly addressing the selection criteria and your current resume and send to:

Sharon Williams at: officeadmin@wwda.org.au

Please use the subject line: **Senior Project officer - application**. Only applications sent to this address will be accepted.

Applications provided in other formats due to access needs will be considered. If you would like information on other formats, further information on the role, or require adjustments to the application process, please contact:

Dr Trishima (Trish) Mitra-Kahn
Director- Policy and Programs at: director@wwda.org.au

Applications close 11:59pm Monday 20 July 2020.