

# WOMEN'S AND GIRLS' EMERGENCY CENTRE

## Position Vacant: ACCESS Program Officer

- Create pathways to work, training and education for women impacted by homelessness, domestic and family violence, and social disadvantage
- Deliver workshops and support to volunteer mentors and mentees
- Work within a feminist, multidisciplinary organisation
- 2-year full time contract SCHADS Level 4

### About WAGEC

The Women's and Girls' Emergency Centre (WAGEC) is a non-government, not-for profit charitable organisation. We deliver a range of crisis and early intervention accommodation and support services to women, children, young people, and families who are experiencing, or at risk of homelessness and/or domestic and family violence.

For over 40 years we have been doing this work across the lands of the Gadigal and Wangal people of the Eora Nation (Sydney's inner city and inner west regions), and working in partnership with community, business and government stakeholders.

### About the ACCESS Program

ACCESS is an established mentoring and targeted support program. It provides pathways to work, training and education opportunities for women in Sydney impacted by homelessness, domestic and family violence, and social disadvantage. Through one-on-one mentoring and tailored learning opportunities, ACCESS supports women's economic safety and independence.

### About the Role

The ACCESS Program Officer is responsible for implementing, monitoring and evaluating the mentoring and workshop components of the ACCESS Program. In this role you will be supported by and report to the ACCESS Project Manager.

The core responsibilities of this role are:

1. Recruit, train, and support volunteer mentors.
2. Implement the program throughout WAGEC and in the community.
3. Proactively develop and manage relationships within WAGEC and with external partners and stakeholders.
4. Plan, coordinate and oversee the workshop, program and activity timetable.
5. Promote the ACCESS program within WAGEC and the community and expand referral pathways.
6. Conduct ongoing program monitoring and evaluation.
7. Actively contribute to WAGEC's organisational culture.

### About You

To excel in this role, you will have experience in delivering complex programs in a community services setting. You will be self-motivated and able to prioritise competing tasks and create positive relationships with diverse stakeholder groups. You want to contribute your professional skills to creating a safer future for women and families.

**To be considered for this role, you can demonstrate experience or extensive professional knowledge in these areas:**

- Experience implementing and evaluating programs in a community services setting
- Practical understanding of the drivers and impacts of domestic and family violence on women and children
- Experience developing and managing stakeholder relationships

**It is desirable that you have:**

- Experience delivering mentoring programs
- Experience in case management or similar direct client support
- Experience working with women with complex needs
- Experience managing volunteers
- Experience providing training in a workplace and/or adult education setting.

**You also have achieved or have made progress toward:**

- Qualifications and/or equivalent experience coaching, mentoring, program monitoring and evaluation, adult education/training, or community services
- Working with Children Check clearance
- Criminal record check clearance
- NSW Drivers licence

**\*\*If you think you have what it takes to do this role, but you don't meet our selection criteria, please get in touch anyway to discuss your situation. We recognise that sometimes the right candidate for a job is based in personal qualities not just qualifications\*\***

**How to Apply for this Role**

- 1) Read the position description available on our website and check out our range of services at [www.wagec.org.au](http://www.wagec.org.au)
- 2) If you have any questions, please call/email us before making an application
- 3) Send us your application which should contain:
  - Your 2-3-page CV, and
  - A cover letter (maximum 2-pages) telling us why you think you are the best person to fill this role and what characteristics you will bring to the WAGEC team.
- 4) **Applications close at 5.00pm (Sydney time) 17 June 2021.**
- 5) Applications should be emailed to [recruitment@wagec.org.au](mailto:recruitment@wagec.org.au)
- 6) Interviews will be held within 2-weeks of the closing date.

**For Further Information:**

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