



### **Position Description**

Position: Women's Development & Leadership Project Coordinator  
Reporting to: Employment & Participation Team Leader  
Location: Shop 111, Pacific Epping, 581 High Street, Epping  
Date: June 2021

### **Organisational Context**

Whittlesea Community Connections (WCC) is a place based community agency that strives for the empowerment of individuals and groups within the local community who face disadvantage, isolation and obstacles to effective social and economic participation. The agency is committed to developing responsive approaches to meet the challenges posed by Whittlesea's changing and emerging communities. We have a clear role in advocating to both services and different levels of government through both direct service and policy input. Our services and programs are designed to respect and empower and are free, confidential and impartial.

### **Whittlesea Community Connections core objectives are to:**

- Identify and address information and service needs of residents in City of Whittlesea
- Advocate for and with the community for increased participation in decision making
- Support formal and informal volunteer roles in the Whittlesea community
- Collaborate with agencies and Government to develop and sustain services that serve local community needs
- Continue to develop and improve the quality, efficiency and accessibility of our services
- Identify opportunities for greater community involvement and leadership so that community residents can contribute to decisions that affect their lives.

### **Position Rationale**

This position will be responsible for creating employment pathways for women living in Whittlesea, ensuring women are equipped for local job opportunities of the future and increasing women's workforce participation especially in sectors where women are under-represented. This will be achieved by developing and delivering job-focused skills training, including trade tasters, short courses and skill refreshers for women returning to the workforce, young women, Aboriginal and Torres Strait Islander women, women with a disability and women from diverse backgrounds.

### **Accountability**

The Women's Develop & Leadership Project Coordinator reports to the Employment & Participation Team Leader. Accountability will be through support & supervision sessions, provision of regular reports, and participation in performance reviews & appraisals.

### **Overview of Duties**

- Undertake consultation with women from identified cohorts and education, training and employment services to understand the needs, barriers, challenges and opportunities for women to engage in employment particularly in non-traditional gender roles.
- Plan and deliver education, training and other opportunities for women to understand local employment opportunities and growth sectors, build confidence to engage in different employment opportunities and develop new skills, knowledge and experience.
- In collaboration with relevant partners coordinate a range of training and skill development opportunities including STEM, trades, agriculture and horticulture, refresher and short courses, trade tasters and support for women to establish their own business.

- Provide individually tailored support to help women engage in mainstream employment opportunities and pathways. This may include support to rebuild resumes, develop networks, participate in interviews and build confidence to engage in work places, practices and systems, for example, student placements, volunteering, internships and traineeships.
- Ensure learning and skill development opportunities are linked to further education and training offered through the JobTrainer Fund leveraging WCC's partnership with Melbourne Polytechnic and WCC's Learn Local, Jobs Victoria Advocates and Jobs Victoria Employment Service.
- Develop relationships with employers, small to medium businesses and industry and government departments and bodies to identify local employment opportunities, knowledge and skill gaps and strategies for connecting employers to jobseekers.
- Develop and implement an evaluation framework that monitors progress, informs quality improvement measures and evaluates project outcomes.
- In partnership with internal and external services develop and test new approaches that increase access to employment opportunities particularly for individuals and women experiencing multiple and systemic barriers to participation.

#### **Key Selection Criteria - Essential**

- Tertiary qualifications and/or demonstrated experience in community project management, community development or related field.
- Knowledge and understanding of the principles of gender equity and experience in applying a gender lens in community projects.
- Knowledge of the local employment market including understanding the needs of women job seekers and expectations of businesses/ employers.
- Experience working in cross-cultural settings and a demonstrated commitment to the principles of equity, access and community participation.
- Strong communication skills with the ability to engage and communicate with diverse stakeholders including government departments, community groups and organisations.
- Ability to effectively plan and manage multiple tasks and projects according to time lines and within budget.

#### **Salary and Conditions**

- Conditions will be in accordance with the Social, Community, Home and Disability Services (SCHADS) Industry Award 2010, Level 5, pay point to be determined by experience.
- This position is offered as a full-time position (38 hours per week).
- This is a fixed-term contract until 30 June 2024.
- An above award salary plus super and leave loading, is offered. Generous salary sacrifice arrangements, if taken up by the employee, can significantly increase the net value of the remuneration received.
- The successful applicant will be required to enter into an employment contract and maintain successful Police and Working with Children's checks.
- WCC is an equal opportunity employer and a child safe organisation.
- The worker is required to use her/his own vehicle for work purposes from time to time. A kilometre allowance in accordance with the award is provided.
- Occasional after hours work may be required