



Position Description

Gender Equality Practitioner

(Part-Time 0.4 EFT)

Fixed Term: one year initially with potential for extension

Job Title	Gender Equality Practitioner
Company	Wellsprings for Women Inc.
Reports to	PVAW Manager
Salary	15 hours a week, in accordance with NHAC Enterprise Agreement schedule 3 B- 3.3 @ \$34.20 per hour plus 10% superannuation As a registered charity, Wellsprings offers salary packaging Access to laptop

This position is open to females only. Wellsprings for Women's conduct falls within the exceptions contained in sections 28 and 88 of the Victorian Equal Opportunity Act 2010

Organisation

Wellsprings for Women established in 1994 in Dandenong, Victoria, is a community-based organisation dedicated to supporting women to gain control over their lives, recognise the root causes to the barriers they face and gain the skills they need to achieve their goals. Wellsprings provides a range of services and programs that are designed in consultation with women especially women of migrant, refugee and asylum seeker background and women impacted by mental health, trauma, poverty and family violence.

We are a neighbourhood house and a Learn Local, with a specialisation in women's issues. We service the most multicultural population in Victoria. We are committed to gender equality, human rights and a society where women are safe and free from violence.

Role

This position works to advance gender equality and advocate for the rights of migrant and refugee women to equally benefit from opportunities created to elevate women's status in society.

Purpose

- Work with the PVAW Manager to design and deliver programs and strategies that raise awareness among migrant and refugee women on gender equality, family violence and respectful relationships
- Promote the program widely and reach out to women across Dandenong, Casey and Cardinia

- Use creative ways to produce a diversity of materials and resources that promote gender equality and respectful relationships

Hours

This is a part -time position for 12 months. Renewal of contract is subject to performance and further funding

Award

In accordance with the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016.

Location

Wellsprings for Women is located at 79 Langhorne Street, Dandenong. However, the role is also expected to deliver the program in other locations in Casey and Cardinia.

Service Delivery

The role involves the following:

- Assist the PVAW Manager with designing and implementing a suite of culturally relevant and appropriate programs and activities that promote prevention of violence against women, gender equality and respectful relationships
- Build linkages and relationships with migrant and refugee women's groups across Dandenong, Casey and Cardinia to engage them in the program
- Coordinate annual events that celebrate women's issues: (e,g IWD, 16 Days of Activism against Family Violence, etc,)

Key Responsibility Areas

Building networks and collaboration

- Build and develop productive relationships with service providers in the Dandenong, Casey and Cardinia areas to promote gender equality
- Attend and contribute to relevant networks and forums working towards gender equality and prevention of family violence
- Participate in relevant Communities of Practice and promote Wellsprings work
- Build alliances with relevant networks and forge potential collaboration

Development and delivery of program activities

- In consultation with PVAW Manager, design and deliver a range of activities aimed at raising awareness and building women's knowledge on gender equality, respectful relationships and family violence
- Develop and apply a range of evaluation measures both qualitative and quantitative
- Document all activities and provide timely reports
- Keep abreast with data, emerging issues and new developments related to family violence and gender equality
- Organise and promote events that are relevant to women's issues

Team work

- Liaise with Education Manager, Programs Coordinator, Projects Manager and Women's Support Manager and other staff to share information and ensure that the women are benefiting from all services available at Wellsprings
- Attend regular staff and planning meetings
- Supervise students on placement and volunteers linked to the program

Promotion and marketing

- This role is responsible for reaching out to women's groups, agencies, and service providers to promote the program and access participants for involvement in program activities

Reporting and Accountability

- Provide timely and accurate reports to funding body, and CEO on the progress of the program and its activities
- Provide input for Annual Report

Occupational Health and Safety

- Actively participate in the identification, reduction and reporting of potential hazards, issues, and safe work practices within the workplace.

Other Duties

- Actively support and participate in events organised by Wellsprings for Women
- Actively participate in personal supervision, professional development and annual performance appraisals to ensure self-care and professional, accountable work practice
- Perform other duties as required by the PVAW Manager

Essential Selection Criteria:

1. Qualifications in social sciences, women's studies or equivalent
2. Knowledge and understanding of key state policies related to gender equality and prevention of family violence
3. Experience in designing and delivering programs and activities related to gender equality and prevention of family violence
4. Experience in group facilitation
5. High level communication skills (verbal and written)
6. Experience in stakeholder management and building connections and networks
7. Experience in accessing, recruiting and engaging CALD women in workshops
8. Ability to work independently, manage competing priorities and work effectively within a small team
9. Demonstrated track record in reporting and evaluation

Other criteria

10. Ability to speak one or more relevant languages other than English

11. Driver's licence and access to own car is essential due to the outreach aspects of the role
12. Working for Children's Check and Police Check are required

Application Process

Applicants for this role are required to submit the following:

1. Resume
2. Cover letter addressing the selection criteria

Applications that do not address the selection criteria will not be considered

Applications to be emailed to: Sandram@wellspringsforwomen.com

Closing date for applications: 5pm - 19 July 2021

Acceptance of Position

I have read the duties listed in the Position Description. In signing this PD I understand and accept the terms and conditions and I agree to work within the Vision and Mission of Wellsprings for Women and to abide by the policies and procedures of the Centre.

Signed..... Employee Date:

Signed..... CEO Date: