# Purple logo of Women with Disabilities Australia. Logo is in the shape of Australia.

# POSITION DESCRIPTION

# PROJECT OFFICER – LEAD PROJECT

# (PART-TIME)

**POSITION DETAILS**

**Position Title:** Project Officer, LEAD

**Award:** [SCHADS](https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000100/default.htm)

**Hours:** 22.8 hours a week. WWDA is committed to disability, family, and care inclusive work practices.

**Tenure:** This position is for a fixed term from date of appointment to 23rd February 2023[[1]](#footnote-1) with possibility of extension.

**Salary:** $42 per hour [$49,795.20 per annum][[2]](#footnote-2) + superannuation.

**Location:** Remotely and in line with WWDA’s Working from Home Policy.

**Reports to:** WWDA LEAD Project Manager

**ABOUT WOMEN WITH DISABILITIES AUSTRALIA (WWDA)**

[Women With Disabilities Australia (WWDA)](http://www.wwda.org.au/) Inc is the national Disabled People’s Organisation (DPO)[[3]](#footnote-3) and National Women’s Alliance (NWA) for women, girls, feminine identifying and non-binary people with disability in Australia. As a DPO and an NWA, WWDA is governed, run, and staffed by and for women, girls, feminine identifying and non-binary people with disability. WWDA uses the term ‘women and girls with disability’ (WGwD) on the understanding that this term is inclusive and supportive of, women and girls with disability along with feminine identifying and non-binary people with disability in Australia.

WWDA represents more than 2 million women and girls with disability in Australia, has affiliate organisations and networks of women with disability in most States and Territories, and is recognised nationally and internationally for our leadership in advancing the rights and freedoms of all women and girls with disability. Our organisation, a registered charitable institution, operates as a transnational human rights organisation - meaning that our work, and the impact of our work, extends much further than Australia.

WWDA’s work is grounded in a strong human-rights based framework which links gender and disability issues to a full range of civil, political, economic, social, and cultural rights. All WWDA’s work is based on co-design with and participation of our members. WWDA projects are all designed, governed, and implemented by women and girls with disability.

Therefore, it is vital that the LEAD Project Officer understands and practices intersectional feminism, understands the human rights model of disability, and strives to ensure that WWDA’s work reflects the voices, rights, and views of a diverse range of WGWD in Australia. It is critical that all WWDA employees, regardless of their position, recognise and understand that WWDA is a membership-based organisation, and that our work is based on principles of co-design and consultation with our members.

**POSITION CONTEXT**

The national **WWDA LEAD (Lead, Engage, Activate, Drive) Project[[4]](#footnote-4)** – seeks to promote and advance the leadership, agency, autonomy, human rights and freedoms of women, girls, feminine identifying and non-binary people with disability, both individually and collectively.

WWDA has received Project funding from the National Disability Insurance Scheme (NDIS) *‘Information, Linkages and Capacity Building (ILC)’[[5]](#footnote-5)* program which is administered by the Australian Department of Social Services (DSS) for the WWDA LEAD project which started in 2019.

Supported by this ILC grant, the WWDA LEAD project is undertaking a wide range of activities, including for eg:

* Promoting peer learning opportunities for WGwD
* Developing a ‘Leadership Toolkit’ for WGwD
* Providing direct support WGwD to undertake individual leadership training and coaching
* Increasing opportunities for WGwD to participate in policy decision-making and media representation
* Developing targeted, accessible information resources coupled with outreach to address the current gender disparity in the NDIS participants
* Providing access to information resources developed by and for WGwD that promote the autonomy, freedoms, and agency of WGwD.

The Project Officer (LEAD) will work with the LEAD Project Manager, other WWDA LEAD team members, and other WWDA staff, including for eg: Director of Policy and Projects, Content Development Officer, Communications Officer, and Youth Development Officer to ensure the smooth running, implementation, and evaluation of the LEAD project.

The Project Officer will assist with all aspects of the project and work collaboratively with the whole WWDA staff team.

The Project Officer will also undertake a number of other tasks across WWDA associated with events, resources, stakeholder and member engagement and project communications using various platforms, including Zoom and social media.

**KEY RESPONSIBILITIES AND DUTIES**

1. Assist the WWDA LEAD project team to plan, implement and evaluate activities (e.g., workshops, meetings, webinars, peer networking, mentoring, scholarships, resources, National Summit, advisory, focus and co-design groups).
2. Support the development of the project’s resources including the production of written, audio, and audio-visual resources.
3. Work with the project team to research, promote and deliver opportunities that increase the visibility and voices 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.
4. Assist the LEAD Project Manager to scope, recruit and support co-facilitators, speakers, external contractors, and mentors (where applicable) for successful project delivery.
5. Work in co-design with WGwD to ensure LEAD is relevant and fit for purpose.
6. Assist the LEAD Project Manager with the coordination of focus groups and evaluation workshops with different cohorts of WGwD across Australia to assess the currency and usability of LEAD and identify gaps to be addressed.
7. Assist the LEAD Project Manager with meeting reporting obligations, milestones, and deadlines, and provide updates as required, including preparing relevant reports, submissions, media, and general correspondence as required for internal and external purposes.
8. Coordinate and implement project communications to stakeholders and members via a variety of methods, including social media.
9. Assist the LEAD Project team with the development, implementation, monitoring, and evaluation of the communications plan for the project activities which includes communications and media strategies.
10. Where requested, represent WWDA on collaborative networks, strategic alliances and partnerships that advance the rights of WGwD.
11. Assist the LEAD Project Manager and LEAD Project team in identifying key stakeholders and maintain the projects committees, advisory, reference and co-design groups which guide and inform the project.
12. Participate in Strategic Meetings with the LEAD Project Team and assist in implementing, monitoring, and evaluating plans and activities related to the project.
13. Undertake other duties as required.

**SELECTION CRITERIA**

1. 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 through an intersectional lens.
2. Demonstrated experience in large-scale externally funded project delivery, including skills in project planning, implementation, monitoring, reporting and contractual obligations.
3. Demonstrated experience in providing sector development and/or capacity building activities for communities who experience marginalisation, oppression, and discrimination.
4. Experience in content development for a range of audiences, particularly for digital media, including experience and/or qualifications in WordPress.
5. Working knowledge of digital media platforms, including social media.
6. Highly developed 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. A high level of initiative, adaptability and flexibility including an ability to deal with pressure, tight timeframes, ambiguity, and change, to modify approach and to adapt to new situations and to exercise judgement in complex decision-making.
8. Capacity to work autonomously as well as a member of a small team.
9. A commitment to working within the values of the organisation, including an intersectional feminist framework.

**DESIRABLE EXPERIENCE AND/OR QUALIFICATIONS**

Demonstrated, extensive experience and/or tertiary qualifications in disability studies, community services, community development, social work, project management, or related disciplines.

WWDA deeply values lived experience. WGwD who come from First Nations communities, diverse ethnic, cultural, linguistic, and religious communities, and/or the LGBTIQA+ community are strongly encouraged to apply.

**OTHER REQUIREMENTS**

1. The successful candidate will be required to attain a satisfactory Working with Vulnerable Persons/Children check and a national police check.
2. The successful candidate will be required to undertake a Job Access Employment Assistance Fund (EAF) assessment to ensure the candidates workstation is OHS compliant, and consistent with WWDA’s Working from Home Policy.

**HOW TO APPLY**

Please provide a written statement (no more than three A-4 pages) **clearly** addressing the Selection Criteria, along with your current CV/resume and send to:

**Sharon Williams at:** [**officeadmin@wwda.org.au**](mailto:officeadmin@wwda.org.au)

Please use the subject line: **Project Officer LEAD - Application**. Only applications sent to the above email address will be accepted.

***NB: Applications that do not address the Selection Criteria will not be considered.***

Applications provided in other formats due to access requirements are welcome. If you would like information on other formats, further information on the role, or require adjustments to the application process, please contact:

**Sharon Williams at:** [**officeadmin@wwda.org.au**](mailto:officeadmin@wwda.org.au)

**Ph: 0438 535 123**

Applications close 11:59pm Wednesday, 25th May 2022.

1. Subject to satisfactory probationary period (prior to 6 months, as per Employment Contract). All WWDA employees are employed for an initial period of 3-6 months, and ongoing employment after 3-6 months is subject to a satisfactory Performance Appraisal. [↑](#footnote-ref-1)
2. Fringe benefits are available to WWDA employees while WWDA retains the status of a Fringe Benefits Tax (FBT) rebatable employer. [↑](#footnote-ref-2)
3. Disabled People’s Organisations (DPOs) are recognised around the world, and in international human rights law, as self-determining organisations led by, controlled by, and constituted of, people with disability. DPOs are organisations of people with disability, as opposed to organisations which may represent people with disability. [↑](#footnote-ref-3)
4. <https://wwda.org.au/campaign/wwda-lead/> [↑](#footnote-ref-4)
5. <https://www.dss.gov.au/disability-and-carers-programs-services-for-people-with-disability/information-linkages-and-capacity-building-ilc-program> [↑](#footnote-ref-5)