**Position Description – June 2022**

**Position title:**  Health Promotion Coordinator – Sexual and Reproductive Health

**Location:**            Women’s Health East, 1/125 George Street Doncaster East Victoria

**Hours:**           Part-time 0.8 EFT

**Tenure:**         Permanent ongoing

**Salary:**      Social and Community Services Employee Level 5, pay rate as per schedule of contractual terms. Salary packaging provisions apply

**Accountability:**   Manager Health Promotion

**Women’s Health East – About us**

Women’s Health East is the women’s health promotion agency for the eastern metropolitan region of Melbourne. We improve health outcomes for women across the seven local government areas of Yarra Ranges, Knox, Maroondah, Manningham, Monash, Whitehorse and Boroondara. Women’s Health East influences women’s health and wellbeing at a regional, state-wide and national level. Our vision is equality, empowerment, health and wellbeing for all women. Women’s Health East’s organisational values are inclusion, respect, integrity and excellence.

Women’s Health East partners with state and local governments, health and community organisations, and others with a role in improving health outcomes for women. With a focus on Melbourne’s eastern region, we:

* Provide leadership, expertise and support to initiatives addressing our key priorities
* Facilitate collaborative, integrated responses to our key priorities
* Implement and support an intersectional approach to women’s health promotion
* Enhance the capacity of our partners to improve service system access and responsiveness for all women
* Shape responses to women’s health and wellbeing needs through the translation of evidence into practice, advocacy, consultancy and research
* Influence public policy and the public discourse on issues relevant to improving health outcomes for women
* Deliver training and education programs, opportunities for collective learning, resources, and support to build workforce and organisational excellence in women’s health and wellbeing.

Our strategic priorities are to advance gender equality, prevent violence against women, and improve women’s sexual and reproductive health.

**Position summary**

The Health Promotion Coordinator is responsible for the delivery of a range of effective, evidence-based health promotion programs and capacity building initiatives that promote women’s sexual and reproductive health and rights. The Health Promotion Coordinator contributes to the development and implementation of collaborative regional partnerships and positive relationships with communities, organisations and individuals who deliver sexual and reproductive health services, and health promotion and primary prevention initiatives.

Women’s Health East is the lead agency for ‘A Strategy for Equality: Women’s Sexual and Reproductive Health in Melbourne’s East’ and a regional partnership of organisations that are committed to advancing optimal sexual and reproductive health and wellbeing for communities in the eastern region. The Health Promotion Coordinator supports the implementation of this regional strategy, action plan and collective evaluation framework, as well as partnership forums, communities of practice, and working groups.

The Health Promotion Coordinator works as part of a team that advances regional collective action to promote women’s sexual and reproductive health and rights. Under the direction of the Manager Health Promotion, the Health Promotion Coordinator will deliver intersectional evidence-based health promotion programs and capacity building initiatives to promote women’s sexual and reproductive health.

**Key performance areas and responsibilities**

**Primary prevention of sexual and reproductive health programs, initiatives and capacity building**

* Develop, deliver and evaluate intersectional evidence-based sexual and reproductive health primary prevention programs and coordinated regional capacity building initiatives.
* Provide support to the Sexual and Reproductive Health Partnership through sector development and capacity building activities that include supporting the implementation of A Strategy for Equality, its action plan and collective evaluation framework.
* Deliver Women’s Health East’s training and sector development strategies to support organisations and individuals to take positive, transformative action to promote women’s sexual and reproductive health.
* Participate in the development, implementation and evaluation of Women’s Health East’s Integrated Health Promotion Plan and Report.
* Ensure all sexual and reproductive health promotion work is delivered to a high quality and in a timely manner for the approval of the Manager Health Promotion.
* Develop sexual and reproductive health primary prevention resources and reports such as briefings, progress and final reports, meetings agendas and minutes, presentations, training materials, newsletter articles, social media posts, and other publications.
* Provide content for Women’s Health East’s A Strategy for Equality’s communications and marketing materials including awareness campaigns and contribute to a strong organisational brand.
* Ensure any budget expenditure is in line with approved budgets, operational delegations and has appropriate managerial sign off.
* Keep abreast of current sexual and reproductive health policies, plans, research and legislative reform.
* Produce high quality reports, briefs, presentations and submissions that influence policy debates and reform, as required.
* Promote and disseminate women’s sexual and reproductive health primary prevention initiatives and practice findings via networks, presentations, conferences, and publications.

**Supervision, performance and professional development**

* In collaboration with the Manager Health Promotion, participate in the development, monitoring and review of a clear work plan that sets out objectives, activities, outcomes and evaluation methods for this position.
* Participate in regular supervision to discuss work performance that ensures the delivery of timely and high-quality sexual and reproductive health promotion programs and initiatives.
* Actively participate in performance and professional development activities, including undertaking annual performance appraisals, training and development plans, and identify personal and professional development opportunities.
* Actively participate in regular review of workload, work planning and agreements on flexible work arrangements.

**Contribute to collaborative processes to achieve organisational goals, objectives and outcomes**

* Contribute to the delivery of Women’s Health East’s strategic and operational plans relevant to women’s sexual and reproductive health, including the delivery of annual key performance indicators.
* Foster an organisational and team culture of respect, collaboration, and excellence in line with Women’s Health East vision, purpose and values.
* Provide support to and deputise for the Manager Health Promotion, as required.
* Provide proactive and timely policy and practice advice and analysis to the Manager Health Promotion on emerging topics and trends related to women’s sexual and reproductive health, including identifying current and future risks and opportunities.

**Stakeholder management, engagement and development**

* Participate in effective partnership engagement and support a strong profile across Melbourne’s east that effectively positions Women’s Health East as a leader in women’s sexual and reproductive health promotion and primary prevention.
* Develop and maintain partnerships and relationships with organisations, communities of interest, members of the Sexual and Reproductive Health Partnership, and the state-wide sexual and reproductive health promotion sector.
* Identify opportunities for stakeholder engagement, collaboration and influence to increase the uptake of evidence-based primary prevention intersectional programs and initiatives.
* Resource and support the Sexual and Reproductive Health Partnership Practice Forums and Working Groups, as well as relevant regional committees and project reference groups that work to advance women’s sexual and reproductive health.

**Other responsibilities**

* Participate in Women’s Health East organisational and team meetings and development activities.
* Role model respectful and professional behaviour within the work environment at all times, including displaying initiative, openness, honesty, genuineness and transparency.
* Take a continuous quality improvement approach to work and participate in organisational quality improvement activities as relevant to this position.
* Adhere to the Women’s Health East Code of Conduct, and all policies, procedures and legislative requirements that includes carrying out one’s duties in a manner that does not adversely affect their or others occupational health, safety and wellbeing.
* Perform other duties as required that are within the range of the employee’s skills, competency and training.

**Key selection criteria**

1. A tertiary degree in Gender Studies, Public Health, Health Promotion, International Development, Sociology, or other related discipline.
2. Professional experience in women’s sexual and reproductive health promotion, gender equality, women’s health, public health or other related area.
3. Demonstrated health promotion skills, knowledge and evaluation experience.
4. Commitment to women’s sexual and reproductive health rights, including bodily autonomy, choice and advancing abortion service access.
5. Skills and experience in stakeholder management, including the ability to develop effective working relationships, and liaise and negotiate with organisations and individuals.
6. Commitment to working within an intersectional feminist framework and within a social model of health.
7. Evidence of successful project management experience.
8. Excellent written and verbal communication skills and the ability to be flexible and work independently and collaboratively.
9. Strong time management and organisational skills including analysis and problem solving and the ability to manage multiple and competing demands.

**Desirable criteria**

1. Certificate IV in Training and Assessment and demonstrated experience in the development and delivery of training programs.
2. Demonstrated experience delivering intersectional health promotion programs with marginalised and disadvantaged women.
3. Knowledge of Melbourne’s eastern metropolitan region.

**Other requirements**

* National Police Check certificate.
* Current Victorian driver’s licence.
* Proof of COVID-19 vaccination or a medical exemption.
* Access to a comprehensively insured vehicle.
* Pre-existing injury or illness declaration prior to appointment to position.
* Employee privacy, confidentiality and security agreement prior to appointment to position.
* New employee induction operational policies and procedures to be completed upon appointment.

**Performance monitoring**

An initial review of performance will be undertaken within six months of commencement. Annual appraisals and support for development will relate to the key performance areas and responsibilities, as detailed above.