

POSITION DESCRIPTION

Policy and Project Officer (Identified Position)

Position	Policy and Project Officer, Part Time (14 hours per week), SCHADS 4.1 (\$44.58 p/h)
Purpose	The key focus of this role is to support the WWDACT Policy team with their advocacy and project work for women, non-binary and gender diverse people with disabilities. This includes supporting delivery of projects including an annual Symposium for neurodivergent people with disabilities.
Reports to	Senior Policy Officer
Based	Women with Disabilities ACT located at the Pearce Community Centre, Pearce, ACT 2617. Remote available
Identified	All applicants must personally identify as a neurodivergent woman, non-binary or gender diverse person. Self-identification is more than acceptable, no diagnosis is necessary.
Fixed-term	until December 2027.

THE ORGANISATION

[Women With Disabilities ACT](#) (WWDACT) is a systemic advocacy and peer support organisation for women, girls, non-binary and gender diverse people with disabilities in the ACT and region. WWDACT follows a human rights philosophy, based on the Convention on the Rights of Persons with Disabilities (CRPD) and the Convention on the Elimination of Discrimination against Women (CEDAW). WWDACT is a Disabled People's Organisation (DPO), governed by women, non-binary and gender diverse people with disabilities, and its proposals and recommendations to government are consistent with Article 4(3), and Article 29 of CRPD.

THE POSITION

The Policy and Project Officer is a new role, working under the Senior Policy Officer to progress the organisation's policy and advocacy, and related project work. This involves advocating for the rights of women, non-binary and gender diverse people with disabilities to be included and their experiences accounted for in policy design at the

local (ACT) and national level. WWDACT's policy and advocacy has a particular focus on access to healthcare, sexual and reproductive rights, violence prevention and parenting. The Policy and Project Officer will work to reflect community experiences (through co-design and information gathering from WWDACT members) and to build the capacity of the WWDACT community to advocate for their rights and be included in policy processes.

As part of the overall role, the Policy and Project Officer will assist with the planning, organisation and facilitation of a new annual Symposium for neurodivergent people with disabilities. This Symposium will run for the first time in 2026. The Policy and Project Officer will collaborate with members of the WWDACT Engagement and Policy teams to design and deliver an accessible event.

THE DUTIES

Under direction from the Senior Policy Officer, undertake the following:

1. Research, prepare and write position papers, submissions and reports.
2. Stay informed on emerging disability issues and government initiatives requiring a policy response and advise the Senior Policy Officer as required.
3. Support the Senior Policy Officer to represent the policy views of WWDACT to external stakeholders (including community sector organisations, government, and others).
4. Assist with community engagement and co-design initiatives, to inform and guide policy responses and build capacity of members to be involved in policy processes. This may include but is not limited to:
 - a. Designing and distributing surveys;
 - b. Facilitating meetings with community members;
 - c. Gathering informal feedback through attending events hosted by WWDACT;
 - d. Researching and engaging external presenters for policy and advocacy events.
5. Support the Senior Policy Officer to deliver projects related to the policy and advocacy work of the organisation, including:
 - a. Administrative and facilitation support for the Lived Experience Policy Advisory Committee;
 - b. Planning, organising and creative input into an annual Symposium event for neurodivergent people with disabilities. This event will run for the first time in 2026;
 - c. Administrative and writing support for other policy projects.
6. Participate in team meetings and staff development activities as organised by WWDACT.

7. Other duties as required to support the organisation.

SELECTION CRITERIA

ESSENTIAL

1. Commitment to social justice and human rights.
2. Strong understanding of the intersection between disability issues and gendered issues.
3. Confidence with reading policy documents and related materials, and capability to develop policy advice, position statements and submissions.
4. Research skills with regards to finding relevant policy information.
5. Capability researching and engaging quality presenters and stakeholders for the annual Symposium.
6. Written and oral communication skills across multiple contexts and audiences: including accessible, explanatory plain language communication for community members, and formal writing for submissions processes.
7. Consideration of various accessibility needs, understanding that people come from a wide range of lived experiences. Is trauma informed and aware of adaptations to make events and communications accessible.
8. Basic organisational skills, such as the ability to prioritise tasks, see tasks to completion, and meet deadlines.
9. Ability to take initiative, solve problems and work independently.
10. Ability to work collaboratively in a small team setting.
11. Strong computer literacy, including proficiency with the following applications and digital tools:
 - a. Office suite (Word, Excel, Outlook);
 - b. Survey tools (e.g. SurveyMonkey, Google Forms);
 - c. Meeting and online event tools (Zoom, Teams).

DESIRABLE

1. Knowledge of disability principles such as the models of disability (social, human rights, disability justice), co-design and '*nothing about us without us*'.
2. Knowledge of government initiatives such as the ACT Disability Strategy, National Disability Insurance Scheme, Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability etc.
3. Basic event management and administrative skills such as booking venues, sourcing equipment and materials, coordinating logistics etc.
4. Confidence facilitating community activities, workshops, events and/or discussions.

5. Experience with quantitative and/or qualitative data analysis, survey development, and data collection and management (optional).
6. Basic graphic design skills using Canva.

All applicants must:

- Personally identify as a neurodivergent woman, non-binary or gender diverse person. Self-identification is more than acceptable, no diagnosis is necessary.
- Hold a current ACT Working with Vulnerable People Clearance or be willing to obtain one.
- Have all relevant and up to date COVID-19 vaccinations.
- Be willing to occasionally work outside standard business hours, including evenings or weekends, to attend community or stakeholder events.

WHAT WE OFFER

- Opportunity to work in a disability accessible, feminist organisation with a small team of people who are committed to improving the lives of women, non-binary and gender diverse people with disabilities.
- Flexible work hours and flexible work from home arrangements.
- Salary packaging and fringe benefits in line with charity sector provisions.
- Professional development and training opportunities to support your growth and career progression.

HOW TO APPLY

To apply, please submit a CV and Cover Letter outlining why you think you'd be the best fit for the role. We welcome applications from people with diverse lived and work experience and encourage you to apply even if you don't fit all the requirements of the role.

This is an identified only position. All applicants must personally identify as a neurodivergent woman, non-binary or gender diverse person with disabilities.

Applications from Aboriginal and Torres Strait people and people from culturally and linguistically diverse backgrounds are encouraged to apply.