

Job Description: Community Outreach Officer

Job title:	Community Outreach Officer
Reporting to:	Community Outreach Lead
Salary:	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services Employee) Level 6.1 - \$58.37 per hour
Term and hours:	Fixed Term: One year, Part Time – 30.4 hours per week
Liaises With:	Community Outreach Assistant, Research and Evidence Lead, Intersectionality Gender Equality Lead, Prevention of Violence against Women Lead, Sexual and Reproductive Health Lead and Mental Health and Wellbeing Lead,
Direct Reports:	None

About Women's Health in the South East (WHISE)

WHISE is one of 12 Women's Health Services that since 1988 have been a key part of the Victorian preventative health infrastructure. These services are providers of gendered health promotion and primary prevention that collectively share a range of priorities. Funded through the Victorian Government, the Victorian Women's Health Services:

- Advocate for the wellbeing of all women and gender diverse people across Victoria
- Promote good health and wellbeing to Victorian women and gender diverse people
- Apply an expert intersectional gendered lens to health issues and systems to improve outcomes for women and gender diverse people.
- Prevent the underlying causes of ill-health and harm for women and gender diverse people in Victoria



WHISE works across 10 local government areas from South Melbourne down to the Mornington Peninsula and east to Casey and Cardinia. Our area of work is the Southern Metropolitan Region and is one of the most diverse and expanding regions across Australia.

WHISE proudly works in the South East Region of Melbourne to create equity by learning, educating and advocating for all women and gender diverse people. We create positive and productive relationships based on understanding and evidence with leaders, individuals, communities and organisations in our region.

Our values are:

Curiosity – Collaboration – Authenticity - Feminist Leadership

Our Core Operating Principles are:

Intersectional feminism – Compassion - Lived experience

WHISE is an Incorporated Association in the State of Victoria (A0026387C) and a registered Charity with the Australian Charities and Not for Profits Commission. WHISE has an equal opportunity exemption and applications for this role and as such this position is open to applicants who identify as women.

As an intersectional feminist organisation, we recognise that diversity strengthens our work and our impact. We welcome applications from people with diverse identities, backgrounds and lived experiences, particularly Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse communities, people with disability, LGBTQIA+ people, and others who have experienced systemic barriers to employment. We are committed to providing an inclusive and accessible recruitment process and encourage applicants to let us know if they require any adjustments.

Purpose of the position

The purpose of the position is to work closely with community and partners to design, implement and evaluate programs that address the intersectional gender barriers to women and gender diverse people's health and wellbeing. The role has a strong focus on engaging women from migrant and

refugee communities in South East Melbourne. It requires a strong understanding of intersectional gender transformational practice, health promotion and primary prevention strategies.

Community Programs will focus on WHISE priority areas including Prevention of Gender Based Violence, Sexual and Reproductive Health, Chronic disease prevention and Mental Wellbeing.

Responsibilities and KPI

A. Program and Partnership Management

- Build and maintain strong relationships with community partners including community based organisations, not for profits and local government.
- Effectively manage evidence based, culturally safe and responsive programs that address the social determinants of health and promote women's health and wellbeing, including the diverse experiences of women and gender diverse people across cultures, races, ages, abilities, sexualities and gender identities. This includes needs assessment, planning, development, delivery and monitoring, evaluation and learning.
- Facilitate community engagement and consultation to ensure programs are responsive to the needs and priorities of the communities we work with.

Key Performance Indicators:

1. Design and delivery of programs and initiatives. Growth of new and innovative programs.

Measure: Number of programs delivered in areas of existing and new content.

2. Capacity and capability activities are aligned to the needs of WHISE partnerships and community.

Measure: Programs and capacity building delivers outcomes to needs identified through engagement and feedback from community and as per the evidence base.

3. Strong new and ongoing partnerships

Measure: Annual stakeholder engagement survey reports back positive/favourable indicators of support of capacity programs. Evaluation of programs designed and delivered by role show positive impact in achievement of program outcomes.

Measure: Number of new and ongoing partnerships

B. Provide Intersectional Advice and Representation

- Work with the Community Outreach Lead to stay abreast of emerging research, best practices, and policy developments related to women's health, intersectionality, gender equality, health promotion, and primary prevention.
- Represent WHISE at relevant community events, forums, and networks to promote our work, build strategic partnerships, and advocate for gender equality and women's health.

Key Performance Indicators:

1. Participation in external networks and committees

Measure: Number of networks participated in annually, and alignment of those networks to the outputs and deliverables of WHISE.

C. Grant Acquisition, Management and Reporting

- Assist with the development of funding proposals and reports to secure and maintain resources for outreach and community programs.
- Under the direction of the Community Outreach Lead, ensure WHISE is fulfilling its obligations to funders, its partners and community, and in keeping with its mission and goals.
- In collaboration with colleagues seek out new funding and new opportunities to expand the work of WHISE in keeping with our organisational mission and goals including fee for service work.

Key Performance Indicators:

1. Grant acquisition

Measure: Number of grants applications supported.

D. Monitoring, Evaluation, Learning and Reporting

- Monitor and evaluate program outcomes, using qualitative and quantitative data, community feedback and lived experience insights to continuously improve and adapt programs to maximise their impact and ensure alignment with gender equality and health promotion goals.
- Develop program plans and produce accessible impact reports for community, partners and funders to promote the impact of WHISE work, and where possible share and promote the outcomes and impact of the teams work across the region, and where possible in conferences and public forums outside of the region.

Key Performance Indicators:

1. Successful implementation of all projects and activities within the remit of Community Outreach - delivered on time and on budget.

Measure: 90% of project and work plans as designated in the WHISE plans are developed and implemented to budget and time

E. Other

- Work collaboratively with other members of the WHISE team to achieve organisational objectives, to implement policy and procedures well and to ensure that the WHISE values and operating principles are maintained.
- Model, follow and monitor adherence to Occupational Health and Safety practices and policies and perform all duties in a manner that ensures personal health and safety of self and others.
- Seek to consistently improve and develop own practice

Key Assessment Criteria

Academic / trade qualifications

- Tertiary qualifications in health promotion, social work, community development, gender studies, international development or a related field.

Work experience and skills

- Demonstrated program management experience in designing, implementing and evaluating community-based health promotion and/or primary prevention programs, particularly with migrant and refugee communities.
- Strong understanding and practical application of gender equality, health promotion, primary prevention, intersectionality, and the social determinants of health, and how they impact women's health and wellbeing.
- Excellent relationship-building and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders to promote gender equality and women's health.
- Good written and verbal cross cultural communication skills, with the ability to adapt communication style to diverse audiences. This includes preparing reports and using Plain English, accessible visual communication, and culturally responsive approaches to engage diverse audiences when communicating key messages
- An ability to build on your own lived experience and expertise to inform your practice with refugee and migrant communities. (Diverse lived experience is desirable in this role.)
- Demonstrated organisational skills and ability to manage time independently, prioritise and manage competing demands with a high level of professionalism.

Personal qualities and behavioural traits

- An intersectional feminist ethos and commitment to social justice.
- Approach to working in a way that is collegiate and collaborative.
- Demonstrates initiative and a practical approach to achieving outcomes.
- Reputation as an enabler and as a person who seeks to support the strengths in others.

- Demonstrated adaptability and resilience in responding to community needs.
- Demonstrated qualities in line with WHISE values.

Requirements for the Role

Persons in this role must have permission to work in Australia and be able to travel and work with communities across the South East of Melbourne.

This role requires significant travel within the South East of Melbourne for delivery of programs.

This role requires some out of normal hours of work including evenings to suit community availability.

CEO signature:

Performance review period: Annually

Next review date: July 2027