

POSITION DESCRIPTION

Hub Liaison Officer - Bendigo

Part-time 0.4 FTE

Maximum Term Contract

From date of appointment to 30 June 2027

ORGANISATIONAL CONTEXT

Women with Disabilities Victoria (WDV) is the peak organisation for women and gender diverse people with disabilities in Victoria. WDV's 2025–2029 Strategic Plan envisions a safe and fulfilling life for all women and gender diverse people with disabilities in Victoria.

Our strategic priorities are to:

- Enhance WDV's operational efficiency and funding resilience.
- Establish research partnerships with a focus on inclusion, health, gendered violence, sexual autonomy, and economic justice.
- Build gender-based accessibility and inclusion expertise across Victoria.
- Work to dismantle ableist and sexist attitudes and systems, develop community understanding of rights and educate and empower members to live safe and fulfilling lives.
- Embed a member and community led approach to advocacy and system change.

WDV values are accountability, diversity, inclusion, impact, equity, respect, accessibility, creativity, collaboration, and empowerment.

Leadership Hubs

WDV operates Leadership Hubs online and in regional and rural areas. The hubs are community and leadership spaces for women and gender diverse people with disabilities. The hubs build connection, self-advocacy, leadership, health literacy, and safety awareness.

There are:

- Three in-person Hubs in Barwon, Bendigo and Melbourne Outer East that meet monthly
- An online statewide Hub that meets fortnightly.

The Hubs aim to:

- Create a safe, welcoming space for women and gender diverse people to come together to share experiences, gain information on their rights and connect with other women and gender diverse people with disabilities in their local area.
- Share ideas about leadership opportunities.
- Identify and advocate about issues of concern to women and gender diverse people with disabilities in the local community.

EMPLOYMENT CONDITIONS

Classification:	WDV Enterprise Agreement 2022 Salary Range: Level 3, Pay Point 1 – 4 (\$40.49 to \$43.42 per hour) of the Social, Community, Home Care and Disability Services Industry Award 2010, as of 1 July 2025. In addition, Superannuation and Salary Packaging available.
Hours of Work:	0.4 FTE (30.40 hours per fortnight)
Tenure:	Maximum term contract from the date of appointment to 30 June 2027.
Position Location:	Hybrid – Host organisation and working from home.

The position is in a local host organisation who will provide a workspace and desk and other agreed resources to support the position. As part of your employment, you will be required to work in the host organisation's office 1 day per week as part of your contracted hours.

Probity and Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome.
- Must possess Australian Citizenship, permanent resident status or applicable work visa.
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realising substantive equality for women and women with disabilities.

POSITION OBJECTIVES

As the Hub Liaison Officer, you are responsible for coordinating and facilitating the Bendigo Leadership Hub and Online Leadership Hub to strengthen the leadership, participation and collective voice of women and gender diverse people with disabilities.

The role builds inclusive leadership opportunities, facilitates member engagement and partnerships, and ensures the voices and lived experiences of women and gender diverse people with disabilities inform WDV's community and systemic advocacy and broader organisational priorities.

KEY RESPONSIBILITIES

- Coordinate and facilitate the Bendigo and Online Leadership Hubs within a human rights and intersectional feminist framework.
- Foster leadership development, peer connection and collective action as part of WDV's broader Victorian leadership network.
- Plan, facilitate and evaluate Hub meetings, ensuring content reflects member priorities, emerging issues and local or statewide advocacy opportunities.
- Build and maintain Hub and WDV membership, including promoting participation of both the hub and WDV.
- Support members to actively participate in Hub activities, shared leadership opportunities, and group facilitation.
- Coordinate the administration, logistics and delivery of Hub meetings, events and activities.
- Maintain accurate records, collect data, and complete reporting on Hub activities, outcomes, and member engagement.

- Contribute to WDV communications, events and promotional activities that showcase the impact and achievements of the Leadership Hubs and programs.
- Develop and maintain effective working relationships with local organisations and community stakeholders to support Leadership Hub and program activities.
- Maintain and uphold partnership agreements with host organisations where applicable.
- Identify and communicate opportunities for partnerships, funding and in-kind support to strengthen Leadership Hub and program activities, in consultation with the Leadership Hub Coordinator.
- Participate in WDV staff meetings, team meetings, supervision, and organisational activities.
- Work collaboratively across Leadership Hubs, leadership programs and WDV teams to identify and address the systemic barriers experienced by women and gender diverse people with disabilities, contributing to coordinated statewide advocacy and systems change.
- Work with community organisations and stakeholders to raise awareness of identified barriers to participation and promote inclusive practice and community change.
- Undertake other duties consistent with the position, as reasonably directed.

GENERAL RESPONSIBILITIES

The following responsibilities are required to be carried out as part of this role:

- Travel (metro and regional) to and from program workshops, forums, consultations and meetings is required. WDV will reimburse any employee out of pocket expenses incurred in the course of their duties.

The following responsibilities are required to be carried out and apply to all staff at WDV:

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships.
- Provide verbal and written reports and activities data as appropriate.
- Have active involvement in a reflective learning organisation committed to

strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management

- Work within organisational policies, procedures and Enterprise Agreement.
- Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture.
- Follow OHS standards and raise any concerns in the appropriate manner.

OHS ADVICE FOR THIS POSITION

This position may require the following duties to be carried out:

- Setting up of IT, audio-visual and accessibility equipment
- Extended time in front of screens and sitting at desks
- Coordination of setup and delivery of training, meetings and other events

Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against Women and gender diverse people with disabilities. WDV can offer support, including our Employee Assistance Program, to staff in the organisation who are working in this area.

ACCOUNTABILITY

The position will report on delivery of agreed performance measures to the WDV Leadership Hub Coordinator and has no direct reports.

- The Hub Liaison Officer provides regular monthly project reports to the Leadership Hub Coordinator
- The Hub Liaison Officer provides timely reports to the funders against agreed deliverables via the Leadership Hub Coordinator and Manager, Community Inclusion and Women's Empowerment.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships

- The position will work in collaboration with all members of WDV staff.

External Relationships

- Build relationships and formal partnerships within the community sector including with grant makers and government.
- Encourages involvement of members, and other key stakeholders in WDV projects.
- Develop strategic partnerships.

KEY SELECTION CRITERIA

All 10 KSC must be addressed in your application (address each KSC individually)

1. A demonstrated commitment to the values and principles underpinning WDV.
2. Excellent attention to detail and time management.
3. Relevant qualifications or experience in social sciences or community development.
4. Highly developed communication and facilitation skills with the ability to communicate with a range of audiences with diverse communication styles.
5. Awareness of the challenges of working in a field where disclosure can occur and understanding of how it may impact on your practice to ensure the wellbeing of all involved in The Hub
6. Knowledge of the Host Region and the specific barriers to access which women and gender diverse people with disabilities may face.
7. Demonstrated ability to work with limited supervision, manage competing priorities and find creative solutions to problems.
8. Demonstrated ability to collaborate effectively in a team.
9. Proficiency In using a suite of IT tools, including Word, SharePoint, Zoom, MS teams.
10. Lived experience of disability is highly desirable.

PD Approved: August 2026