

POSITION DESCRIPTION

Workforce and Partnerships Coordinator

ABOUT WOMEN'S HEALTH EAST

Women's Health East is an independent women's health promotion organisation dedicated to achieving gender equality for all. Our purpose is to build a society where women and gender diverse people are healthy, safe and thriving in Melbourne's east.

WHE improves women's health and wellbeing through strategic partnerships, advocacy, and gender equity initiatives grounded in an intersectional and equity focused framework. We work directly with local governments, healthcare providers, organisations and communities, helping them understand the causes and impacts of gender inequality, and supporting them to make the institutional changes needed for fairer, healthier and safer communities.

We deliver health promotion programs for, and with, local women who experience marginalisation and disadvantage to advance their health, safety and wellbeing. WHE works in partnership with many partners across 7 Local Government Areas to transform health outcomes for women and gender diverse people and prevent gender-based violence.

WHE is one of 12 Women's Health Services across Victoria, comprising 3 statewide services (Women's Health Victoria, Multicultural Women's Health, Women with Disabilities Victoria) and 9 regional services (4 metro, 5 regional). Together, these form the Women's Health Services Network — a coalition of women's health services, each receiving funding from the Victorian government Departments of Health (DoH) and Family Fairness and Housing (DFFH).

Vision: Gender equality for all

Values: Inclusion, Respect, Integrity, Excellence

Purpose: To build a society where women and gender diverse people are healthy, safe and thriving in Melbourne's east

POSITION INFORMATION

Location	1/125 George Street, Doncaster East, 3109
Award	Social, Community, Home Care and Disability Services Award
Classification	Level 5
Tenure	Permanent Ongoing
Full Time Equivalent	0.8 FTE
Performance Monitoring	Six-month probationary review, then annual performance appraisals against key responsibilities and organisational goals.
Exemption	This position is only open to women and gender diverse people (i.e., people who identify as women and people whose gender identity does not align with the gender assigned at birth, including trans, non-binary, agender, intersex and other gender diverse individuals; not including individuals for whom their biological sex and gender identity is male). EOE H319/2022

POSITION CONTEXT

The Workforce and Partnerships Coordinator contributes to Women's Health East's work to prevent gender-based violence by delivering evidence-based health promotion, workforce development and capacity-building initiatives that strengthen intersectional practice across Melbourne's east.

Working under the direction of the Team Leader, Workforce and Partnerships, the role builds the knowledge, skills and capacity of organisations and practitioners to apply intersectional approaches to primary prevention. The role also builds and maintains strong relationships with communities, organisations and partners to support collaboration and collective action to prevent gender-based violence.

Women's Health East is the lead agency for Together for Equality and Respect (TFER), a cross-sector partnership of organisations working collectively to prevent gender-based violence across Melbourne's east. The Workforce and Partnerships Coordinator contributes to the implementation of the TFER Strategy, Action Plan and collective evaluation approach, including through partnership forums, communities of practice, working groups and other collaborative initiatives.

Our new strategy [Driving Lasting Change 2026-2030](#) is ambitious and aspirational. We understand that effective influence, storytelling and expanding our reach is essential to achieve our goals and achieving widescale change.

KEY RESPONSIBILITIES

Primary prevention, workforce development and capacity building	• Develop, deliver and evaluate evidence based primary prevention and capacity building initiatives that strengthen intersectional practice and support action to prevent gender-based violence. • Design and deliver workforce development activities, resources and other initiatives that build the knowledge, confidence and capability of partners and practitioners to apply evidence informed and intersectional approaches to primary prevention. • Deliver WHE training, facilitation and consultancy activities that support organisations to strengthen gender equality and take effective action to prevent gender-based violence. • Maintain a strong understanding of emerging evidence, policy, practice and legislative developments relating to gender equality and the primary prevention of gender-based violence and translate these into WHE's work.
Together for Equality and Respect	• Support the implementation of the Together for Equality and Respect (TFER) Strategy, Action Plan and collective evaluation approach. • Coordinate and support TFER partnership activities, including forums, communities of practice, working groups and other opportunities for collaboration, shared learning and collective action. • Build and maintain effective relationships with TFER partners and other regional stakeholders, supporting their engagement and participation in collective prevention efforts. • Contribute to TFER communications, resources and activities that share evidence, practice and learning and increase the reach and impact of the partnership.
Stakeholder engagement and partnership development	• Build and maintain strong, collaborative relationships with organisations, communities, TFER partners and stakeholders across Melbourne's east and the broader primary prevention sector. • Support effective stakeholder and partnership engagement that strengthens WHE's regional profile and positions the organisation as a trusted leader in the primary prevention of gender-based violence. • Identify and pursue opportunities for collaboration, engagement and influence that strengthen regional prevention efforts and increase the uptake of evidence based and intersectional approaches to primary prevention.

KEY RESPONSIBILITIES

	Represent WHE and contribute to relevant regional and sector networks, committees, working groups and reference groups, as required.
Evidence, evaluation and influence	- Contribute to the planning, monitoring and evaluation of WHE's primary prevention work, including organisational and funding reporting requirements. - Develop high quality resources, reports, briefings, presentations and other materials that translate evidence and practice into accessible and useful information for partners and stakeholders. - Identify and share emerging practice, evidence, insights and learnings through networks, presentations, communities of practice and other appropriate channels. - Contribute evidence and practice expertise to WHE's advocacy, policy and submissions work, as required.
Program and project coordination	- Coordinate allocated projects and activities from planning through to delivery and evaluation, ensuring agreed outcomes, timelines and quality standards are met. - Work collaboratively across WHE to ensure initiatives are aligned with organisational priorities and draw on relevant expertise across the organisation. - Manage allocated project expenditure in accordance with approved budgets, organisational delegations and financial procedures.

KEY SELECTION CRITERIA

Essential	Relevant qualification and experience - Tertiary qualification in health promotion, public health, gender studies, community development, social sciences or a related discipline, and/or equivalent relevant professional experience. Primary prevention and intersectional practice - Demonstrated knowledge and experience in gender equality and the primary prevention of gender-based violence, with the ability to apply an intersectional gender lens to programs, initiatives and practice. - Commitment to working within an intersectional feminist framework and the social model of health. Workforce development and capacity building - Experience developing and delivering evidence-based training, facilitation, resources or capacity-building initiatives, with the ability to translate evidence and complex concepts into accessible and practical approaches. Partnerships and communication - Strong stakeholder engagement, facilitation and communication skills, with demonstrated ability to build collaborative relationships and support partnerships, networks or communities of practice. - Excellent written and verbal communication skills across a range of audiences and settings. Project coordination, evaluation and digital capability - Demonstrated ability to plan, coordinate, deliver and evaluate projects and activities, manage competing priorities and deliver high-quality work within agreed timelines. - Understanding of monitoring, evaluation and continuous improvement approaches. - Strong digital and technical capability, with confidence using contemporary workplace and collaboration platforms such as Microsoft Teams, Outlook, SharePoint, Zoom and Canva, and the ability to quickly learn and use other digital systems and tools, including basic website content management.
------------------	---

KEY SELECTION CRITERIA	
Desirable	• Experience working within a women's health service, gender equality organisation, primary prevention, public health, community sector or government environment. • Experience supporting collaborative approaches including multi-agency partnerships, regional initiatives, communities of practice or collective approaches to social change. • Demonstrated experience working respectfully and in culturally safe and accessible ways with diverse communities, including Aboriginal and Torres Strait Islander communities, migrant and refugee communities, LGBTIQ+ communities, and people with disability.
Other Requirements	• National Police Check and Working with Children Check (or ability to obtain). WHE will support successful applicants to obtain required checks where needed. • Capacity to undertake work related travel using appropriate and available transport options. • Willingness to travel within the region as required.