

Position Title	Mobile Community Connector – Ovens Murray
Classification	Women's Health Goulburn North East Enterprise Agreement Level 3
Position Reports to	Community Coordinator – Ovens Murray
Approved By	Chief Executive Officer
Date	29 June 2026

About Women's Health Goulburn North East

For more than 30 years, Women's Health Goulburn North East has worked to improve women's health, safety and economic wellbeing across the Goulburn Murray and North East Victoria including Mitchell Shire. As a feminist health promotion and advocacy organisation we use evidence to address the systemic inequalities that shape women's lives and outcomes.

Position Objective

The Mobile Community Connector reports to a Community Coordinator and supports engagement and connection activities under the direction of a Community Coordinator. These activities are focussed on connecting local communities to WHGNE's health promotion and prevention portfolio of services.

Using gendered, intersectional, equity-focused and respectful approaches within a health promotion and prevention framework, this role supports the delivery of integrated activities in local communities in line with WHGNE's operational plans.

Frequent in person commitments (typically 2-3 days per week) as required to fulfill the responsibilities of the role across the region/area.

Key Responsibilities

Key Responsibility 1: Support the delivery and implementation of WHGNE health promotion and prevention activities in local communities in the designated area, as determined by the Community Connector.

- Support co-design and deliver health literacy and service navigation activities with community partners and the Community Coordinator, based on local needs.
- Support awareness-raising campaigns and events identified in WHGNE operational plans.
- Support and facilitate community and workplace workshops.
- Use project management plans and tools to support local delivery of WHGNE health promotion and prevention activities.
- Maintain timely and accurate documentation and reporting in WHGNE systems.
- Contribute to the evidence base for change through activity insights and outcomes.

Key Responsibility 2: Strengthen partnerships with local communities, community members and champions to support improved health, safety and wellbeing outcomes.

- With the Area Coordinator, implement and maintain WHGNE's partnership and relationship strategy.
- Engage collaboratively with stakeholders to strengthen understanding and uptake of best-practice health promotion and prevention approaches.

POSITION DESCRIPTION

- Develop and maintain positive relationships with local communities, community members, champions and stakeholders.
- Support meaningful community participation in the design and delivery of local activities.
- Identify opportunities to strengthen local partnerships and collaborative action to improve health, safety and wellbeing outcomes.

Key Responsibility 3: Gather and share local intelligence on the experiences of women and gender diverse people, including priority cohorts, to inform health equity action.

- Gather community insights with local communities, community members and champions to identify barriers and opportunities to improve health, safety and wellbeing.
- Work with partners and stakeholders to ensure local intelligence informs WHGNE strategic priorities and planning.
- Build positive working relationships and communicate insights effectively with the team and stakeholders.
- Contribute to team and organisational goals through active participation in the team.
- Share local intelligence internally to strengthen organisational understanding, ownership and planning.

Key Responsibility 4: Contribute to monitoring, evaluation and reporting to deliver on operational requirements, continuous improvement and demonstrate program outcomes.

- Collect, record and maintain accurate program, participation and outcome data.
- Contribute to monitoring and evaluation activities to assess impact, identify learnings and support continuous improvement.
- Prepare timely reports, case studies and other documentation to demonstrate progress and outcomes.
- Use findings to inform planning, reporting and future program delivery

Responsibilities carried out by all staff *(common to all WHGNE positions)*

- Actively promote Women's Health Goulburn North East and its programs.
- Actively contribute to a positive workplace culture aligned with WHGNE values and principles.
- Actively participate in WHGNE strategic and operational planning processes.
- Proactively contribute to WHGNE's capacity to deliver its goals, support high-performing teams, and foster productive relationships.
- Provide high quality verbal and written reports, including activity data where required, on progress across all areas of responsibility.
- Perform all duties in accordance with WHGNE policies, procedures, values and industrial agreements.
- Undertake frequent on the ground in person commitments (typically 2-3 days per week for a full-time position) to fulfill the responsibilities of the role across the region.
- Proactively support and be accountable for maintaining a safe work environment.
- Confidently demonstrate digital literacy, including the use of collaboration tools, data systems and communication platforms to support program delivery, stakeholder engagement, monitoring and reporting.
- Constructively participate in the annual performance review process, including the setting of performance measures, professional development plans and performance feedback.
- Actively contribute to a learning organisation through continuous quality improvement, policy development and review, and accreditation processes.
- Willingness to undertake other duties as agreed from time to time.

Expected Professional Attributes and Behaviours of all staff

- Actively contribute to a positive organisational culture by modelling the WHGNE Employee Code of Conduct and values, and by participating in activities that strengthen diversity and inclusion.
- Communicate openly and honestly with colleagues at all times and work constructively to achieve positive outcomes.
- Consistently demonstrate a confident, proactive and solutions-focused approach.
- Take accountability for own role and consider the impact of actions and decisions on others.
- Demonstrate commitment to the work of WHGNE and collaborate openly with colleagues by sharing information and knowledge.

Employment Requirements of all staff

- Six-month probation period.
- Satisfactory reference checks.
- Satisfactory nationally coordinated criminal history check (NCCHC) prior to commencement.
- Current Working with Children Check.
- Current unrestricted Victorian driver licence.
- Requirement to work remotely, predominantly from home and designated co-working offices, in accordance with work health and safety requirements, safety assessments, policies and procedures.
- Use of WHGNE-issued PCs, keyboards, mouse and mobile phones, and purchase of monitors, office chairs and related equipment as required, in accordance with IT policies and procedures, including use of the WHGNE IT allowance.

Selection Criteria

Qualifications

Relevant tertiary qualification and at least three years relevant post qualification experience OR five years relevant experience in community health/women's health sector.

Experience, skills and knowledge

1. Demonstrated understanding of health promotion and primary prevention principles, including application within a gender equity framework.
2. Experience planning, delivering and monitoring community-based activities or programs, including use of relevant frameworks or approaches.
3. Experience contributing to monitoring and evaluation, including collecting and using data to inform practice and continuous improvement.
4. Demonstrated ability to build and maintain effective partnerships with community members and stakeholders, including engaging people with varying levels of understanding of gender equity.
5. Demonstrated ability to work collaboratively within a team, use initiative and adapt to changing priorities while delivering agreed activities.
6. Well-developed communication skills, including the ability to engage diverse audiences and produce clear written documentation using digital systems.

Desirable

- Experience in not-for-profit, community, government and/or health promotion sectors, particularly in gender equity, prevention or community-based settings.