



Position Description:

- Position title:** Project Coordinator, Together For Equality & Respect
Partnering For Sustained Action Project
- Location:** 1/125 George St
Doncaster East, Victoria 3109
- Hours:** 38 hours per week
- Duration:** From 1st July 2017 until 31st July 2018
- Salary:** Social and Community Services Employee Level 6
Salary dependent on skills & experience. Salary packaging provisions apply.
- Accountability:** The position reports to the Women's Health East CEO via the Health Promotion Manager/TFER Project Manager. The position will also provide reports to the Together For Equality & Respect Leadership Group who have oversight of this project.
- Supervision:** The position may provide supervision of students

Organisational Context

Women's Health East is the Women's Health Service for the Eastern Metropolitan Region (EMR) of Melbourne, covering the municipalities of Boroondara, Knox, Manningham, Maroondah, Monash, Whitehorse and Shire of Yarra Ranges.

Working within a feminist framework Women's Health East addresses the social, political and environmental causes of gender inequities impacting the health and wellbeing of women in the region, through research, advocacy for systemic change, training, and external capacity building.

Our priority action areas are to Advance Gender Equality, Prevent of Violence against Women, and Improve Women's Sexual & Reproductive Health.

The health promotion team at Women's Health East works in gender-based health promotion, which involves:

- Leading and working in partnership with other health and community agencies to promote gender-based planning in health promotion and service delivery, and to improve service system access and responsiveness for women
- Training and education programs for service providers on women's health issues and gender awareness in planning and service delivery
- Research into women's health needs
- Advocacy and consultancy within the health and community sector to promote women's health and wellbeing
- Raising awareness of health and wellbeing issues experienced by women
- Partnerships with service providers and establishing networks to improve services for women
- Delivering health promotion programs for women in response to identified gaps

WHE is leading the *Together for Equality & Respect Partnership (TFER)* which brings together a broad range of organisations across Melbourne's East to prevent violence against women. Together for Equality & Respect is a cross sector partnership of more than 30 organisations across the seven local government areas in Melbourne's East. Partners include local governments, community health services, primary care partnerships, the Regional Family Violence Partnership, and an array of others. Working from a collective impact approach, TFER has a shared vision, objectives and evaluation framework. The work is underpinned by the TFER Strategy 2013 – 2017 which is currently being updated for the next four year planning cycle.

TFER is a mature partnership, moving into its second four years of working together. In an environment of strong state government support and policy for the primary prevention of violence against women (PVAW), many new players are also entering the prevention space and keen to get involved in the regional approach. Supported by Women's Health East, the TFER Leadership Group and the Evaluation Working Group, TFER partners are looking forward to the next four years.

Women's Health East has been successful in securing funding to deliver the Together For Equality & Respect: Partnering For Sustained Action Project on behalf of this partnership over the next year. Developed after consultation with our partners, we envisage strong support for the delivery of this work.

Position Context

The *Project Coordinator, Together For Equality & Respect* will be a member of the Health Promotion Team at Women's Health East. The team consist of a Health Promotion Manager and health promotion officers. The Health Promotion Manager is also the Project Manager for Together for Equality & Respect and will provide support to the delivery of this project.

The deliverables of this project over the 2017/18 year include:

- A project plan to be delivered to the Department of Premier & Cabinet by 31 July 2017 (based on the project proposal)
- A co-designed Regional Action Plan for the 2017 – 2021 period. This plan will be a dynamic document being added to over the period of the plan.
- A two day training workshop on intersectionality with a focus on working with CALD communities to prevent violence against women, in partnership with the Migrant Information Centre (Eastern) and the Multicultural Centre for Women's Health. The workshop will support partners to develop plans for codesigned initiatives to include in the TFER Action Plan. At least one of these initiatives will be commenced in the 2017/18 year, led by a partner organisation.
- Two place base, cross-sectoral Working Groups, in the Inner and Outer East, to enable engagement that will investigate how to add value to the Resilience, Rights and Respectful Relationships (RRRR) program in local schools. This has the strong support of the Department of Education & Training who will work with us to deliver this.

As a condition of funding, the *Project Coordinator, Together For Equality & Respect* will attend a 'Planning Primary Prevention Introductory' session on Monday 17 July 2017 and three 'Shared Learning Forums' (one in 2017 and two in 2018). These will bring together those funded through the Community Partnerships in Primary Prevention funding.

The Project Coordinator, Together For Equality & Respect may participate in relevant network meetings, as a representative of TFER.

The HP staff at WHE work as a team and are required to be familiar with and support the health promotion work of other team members as required. All team members at WHE have a role in participating in the delivery of TFER.

Key Performance Areas

1. Meet all reporting and other requirements of the funding body
2. Ensure all deliverables of the project are met
3. Report to TFER Leadership Group meetings on the progress of this project

4. Work in close partnership with the TFER Manager, and other members of the WHE Health Promotion Team, to ensure the work of the project fits with the overall TFER program plan
5. Develop and maintain strategic relationships and partnerships with TFER Partners, both new and existing
6. Keep abreast of current policies, plans, research and health promotion initiatives of relevance to this project
7. Promote and participate in TFER communications and other initiatives that are relevant to the project
8. Assist with the identification and sourcing of appropriate funding for PVAW or TFER (and where relevant contribute to the writing of funding submissions and reports).

Other Responsibilities

- Participate in WHE staff meetings, health promotion team meetings and staff development.
- Understand and comply with the WHE OH&S policy and procedures and the legislative requirements relevant to this position
- Take a continuous quality improvement approach to work and participate in CQI activities of the HP team and the Organisation as relevant
- Treat other staff with courtesy and respect at all times
- Display behaviour in line with WHE's commitment to environmental sustainability
- Maintain adequate records and provide reports as required
- Undertake other duties as directed which fall within the scope of the position and the skills of the position holder

Key Selection Criteria

1. A tertiary degree in Health Promotion, Public Health, Gender Studies or other relevant qualification and at least three years relevant experience
2. Commitment to working within a feminist framework and within a social model of health
3. Demonstrated knowledge and experience in intersectional prevention of violence against women practice
4. Evidence of successful project management skills
5. Sound understanding of co design principles
6. Demonstrated health promotion skills, knowledge and experience
7. Highly developed written communication skills including ability to write reports, plans and submissions
8. Highly developed skills and experience in the development of effective partnerships with a broad range of stakeholders in order to deliver strategic outcomes
9. Flexibility and ability to work independently and collaboratively
10. Strong time management /organisational skills and ability to manage multiple and competing demands

Desirable Criteria

1. Experience working with people from immigrant and or refugee communities
2. Knowledge of the RRRR project
3. Knowledge of requirements, incentives and barriers of different sectors to participate in PVAW
4. Highly developed IT skills
5. Demonstrated skills in advocacy work and policy review
6. Knowledge of the Eastern Metropolitan Region

Requirements:

- National Police Check certificate
- Current Victorian driver's licence
- Access to a comprehensively insured vehicle
- Pre-existing injury or illness declaration prior to appointment to position
- Employee privacy, confidentiality and security agreement prior to appointment to position
- New employee induction operational policies & procedures to be completed upon appointment

Developed: June 2017