

POSITION TITLE

SENIOR GENDER EQUITY TRAINING OFFICER

AWARD

Social, Community, Home Care and Disability Services Industry Award 2010

Classification: **Level 6 (subject to experience and qualifications)**

Other benefits:

- Salary packaging tax benefit of up to \$15,900 per year
- Meal entertainment program of up to \$2,650 per year
- Flexible working environment

POSITION HOURS, EMPLOYMENT STATUS AND LOCATION

This position is a [part-time position \(0.60 -00.80 EFT\) \(flexibility available\)](#). The position is ordinarily based at 47 Myers St, Bendigo, with work from home flexibility offered.

Period of employment is 1 year, pending successful completion of a 3-month probationary period.

REPORTS TO

Health Promotion Manager

VISION

Health, wellbeing, and equity for women of the Loddon Mallee region.

PURPOSE

The health, wellbeing, and equity of Loddon Mallee women.

VALUES

Respect, Courage, Diversity.

MISSION

To foster a culture of gender equity that underpins health and wellbeing for women within the Loddon Mallee region.

INTRODUCTION

WHLM was established in 1978 as the regional women's health service in the rural Loddon Mallee region. We are a not-for-profit health promotion charity run by women for women. Working within a feminist framework WHLM addresses the cultural and structural causes of gender inequalities impacting the health and wellbeing of women in the regional, through research, advocacy for systemic change, training, and external capacity building. Our priority action areas are to advance Gender Equality, Prevention of Violence against Women, and to improve Women's sexual and reproductive health. WHLM encompasses the municipalities of Macedon Ranges, Mount Alexander, Central Goldfields, Bendigo, Loddon, Campaspe, Gannawarra, Buloke, Swan Hill and Mildura.

POSITION SUMMARY

WHLM is a proud member of the Action for Gender Equity Partnership (AGEP). The Partnership is a network of gender experts providing gender equality services to organisations across Victoria. Through the Partnership, WHLM provides consultancy and training on gender equality and prevention of violence against women in the workplace, with a particular focus on intersectionality and issues impacting women and girls from the Loddon Mallee region.

This role objective is to build the capacity of stakeholders through WHLM training activities and play a leadership role in the development and delivery of AGEP related activities (training, workshops, consultancy).

This role will work with management, to lead the development, implementation and evaluation of programs and initiatives to advance gender equity that are based on a sound evidence, best practice and in line with the WHLM strategic plan.

Excellent project management, organisational and time management skills, are vital as well as a proactive approach to work with an ability to prioritise your tasks to support a busy organisation.

ESSENTIAL JOB FUNCTIONS

1. Develop and Implement Training Programs

- Develop, tailor, deliver and evaluate AGEP training and capacity building programs to key stakeholders including the public, not-for-profit and private sectors in the Loddon Mallee.
- Collaborate with WHLM staff and Action for Gender Equality partners to provide training and capacity building activities to stakeholders.
- Participate in the promotion, development, and delivery of WHLM Training Programs.
- Assist with undertaking active and meaningful stakeholder engagement, and community development initiatives, as required
- Utilise and apply knowledge on gender equity, women's health and health promotion relating to core theories, principles and evidence-based practice to work undertaken, including social determinants of health and gendered frameworks.

2. Planning, Implementation, Evaluation and Reporting

- Contribute to planning, implementation, monitoring and evaluation of objectives and strategies outlined in WHLM Strategic Plan including the goals of the WHLM integrated health promotion plan
- Contribute to planning and reporting requirements of funders including the Victorian State Government

3. Relationships and Partnership Development

- Demonstrate effective interpersonal, group and public communication skills as well as effective written and oral communication
- Develop and maintain effective networks and relationships with key stakeholders, organisations, and target group representatives and facilitate collaborative action

4. Capacity Building

- Contribute to the development of resources and tools, using an evidence-based approach to enhance translation of theory into practice

5. Other Functions and Responsibilities

All WHLM staff are responsible for undertaking the following tasks/functions:



- Participate in self-directed work teams, with involvement in strategic priorities planning and implementation.
- Participate in additional organisational activities where appropriate (i.e., AGM, International Women’s Day).
- Actively promote Women’s Health Loddon Mallee as an organisation and the values we represent, and advocate for advancing the health and wellbeing of women in the Loddon Mallee region
- Keep abreast of current and emerging issues for women and those who work with women and identify project opportunities.
- Collect activities data within agreed frameworks to inform funding agreements and planning processes.
- Develop, review, implement and adhere to WHLM policy and procedures, including compliance with legal and OH&S requirements.
- Actively participate in quality improvement and accreditation processes.
- Contribute to the culture of cooperation, collaboration and shared accountability with other staff and Board members.
- Other responsibilities as deemed necessary
- Women’s Health Loddon Mallee are commitment to the safety and wellbeing of children and young people.

INTERNAL AND EXTERNAL RELATIONSHIPS

The Sexual and Reproductive Health Promotion officer is expected to develop and maintain effective communication networks and working relationships both internally and with key external stakeholders.

Internal Liaisons	CEO, Business Manager, Health Promotion Lead, Women’s Health Nurse, Health promotion team, staff, students, and volunteers
External Liaisons	As directed

PERSON SPECIFICATION

ATTRIBUTES AND QUALITIES

- Action orientated – makes things happen, gets things done and makes progress in a resourceful way
- Ability to operate flexibly - in both a planned and responsive mode

ROLE MOTIVATIONAL FIT

- Enjoys working with people - likes working with a wide range of people, partners, and stakeholders
- Problem solving skills

WORKPLACE CULTURAL FIT

Contribute to the cultural fit of WHLM by actively displaying our values.

- **Respect**
- **Courage**
- **Diversity**

FEMINIST ORGANISATION

Wants to work within a feminist framework. WHLM are committed to a rights-based approach in advocating for women. WHLM focus on the role of gender regarding traditional roles and stereotypes that lead to disadvantage, discrimination, and violence against women. WHLM are invested in advocating for positive change for all women and girls across the Loddon Mallee Region.

WHLM Equal Opportunity Exemption No. H455/2019

KEY SELECTION CRITERIA

Mandatory

- Commitment to WHLM's vision, mission, and values, including an understanding of, and commitment to, intersectional feminism, gender equity and women's health, safety, and wellbeing.
- Relevant tertiary qualifications
- Certificate IV in Workplace Training and Assessment (or equivalent experience)
- Excellent facilitation and training skills including development and delivery of relevant material and evaluation of outcomes
- Demonstrated people leadership experience
- Demonstrate capacity to work creatively and effectively within a team environment
- Demonstrate a high level of verbal and written communication skills including computer literacy
- Demonstrate experience working in partnership with key stakeholders
- Full Victorian unencumbered motor vehicle licence and the legal right to work in Australia.

APPLICATION DETAILS

- All applications must contain a statement addressing each of the key selection criteria separately.
- Shortlisted candidates will be requested to provide referees including a previous line manager.
- As part of the WHLM's Recruitment and Selection and related policies, a satisfactory Police Record Check and working with Children check is required for this position.
- All employees are required to sign and comply with WHLM's Code of Conduct and Confidentiality and Privacy policy.

Please send applications to: whlm@whlm.org.au

FURTHER INFORMATION

If you have specific queries about this position, please contact our CEO, Tricia Currie, whlm@whlm.org.au

For more information go to WHLM website: <https://whlm.org.au/>

Date reviewed: October 2021