



## Community Outreach Lead

### Job Description

|                        |   |
|------------------------|---|
| <b>Job title:</b>      | Community Outreach Lead   |
| <b>Reporting to:</b>   | Manager, Gender Equity and Capability   |
| <b>Salary:</b>         | Social, Community, Home Care and Disability Services Industry Award 2010<br>(Social and Community Services Employee) Level 7.1  |
| <b>Hours:</b>          | Permanent – Part Time – 4 Days per week   |
| <b>Liaises With:</b>   | Research and Evidence Lead, Intersectionality Gender Equality Lead,<br>Prevention of Violence against Women Lead, Sexual and Reproductive<br>Health Lead and Mental Health and Wellbeing Lead |
| <b>Direct Reports:</b> | None  |

### About Women's Health in the South East (WHISE)

WHISE is one of 12 Women's Health Services that since 1988 have been a key part of the Victorian preventative health infrastructure. These services are providers of gendered health promotion and primary prevention that collectively share a range of priorities. Funded through the Victorian Government, the Victorian Women's Health Services:

- Advocate for the wellbeing of all women across Victoria
- Promote good health and wellbeing to Victorian women
- Apply an expert intersectional gendered lens to health issues and systems to improve outcomes for women.
- Prevent the underlying causes of ill-health and harm for women in Victoria



WHISE works across 10 local government areas from South Melbourne down to the Mornington Peninsula and east to Casey and Cardinia. Our area of work is the Southern Metropolitan Region and is one of the most diverse and expanding regions across Australia.

WHISE proudly works in the South East Region of Melbourne to create equity by learning, educating and advocating for all women. We create positive and productive relationships based on understanding and evidence with leaders, individuals, communities and organisations in our region.

**Our values are:**

Curiosity – Collaboration – Authenticity - Feminist Leadership

**Our Core Operating Principles are:**

Intersectional feminism – Compassion - Lived experience

WHISE is an Incorporated Association in the State of Victoria (A0026387C) and a registered Charity with the Australian Charities and Not for Profits Commission. WHISE has an equal opportunity exemption and applications for this role and as such this position is open to applicants who identify as women.

**Purpose of the position**

The purpose of the position is to work closely with community and partners to design and implement programs that address the intersectional gender barriers to women's health and wellbeing, with a focus on engaging women from migrant and refugee communities in South East Melbourne. The role requires a strong understanding of gender equality, health promotion, and primary prevention strategies.

Community Programs will focus on WHISE priority areas including Gender Equality, Prevention of Violence Against Women, Sexual and Reproductive Health and Mental Wellbeing.



The position will also work collaboratively across the organisation to advise on and build internal and sector wide capacity and bridge community and sector evidence/practice.

## Responsibilities and KPI

### A. Program and Partnership Management

- Lead the development and delivery of a partnerships strategy to continually develop and maintain strong relationships with community partners.
- Intersectional gender quality, health promotion and primary prevention program Management. This includes needs assessment, program planning, development and delivery and monitoring, evaluation and learning.
- Adapting evidence based program materials to identify and address the unique health and wellbeing needs of refugee and migrant communities.
- Apply knowledge of best practices to collaborate with partners and communities to design and implement evidence-based, culturally sensitive programs that address the social determinants of health and promote women's health and wellbeing.
- Facilitate community engagement and consultation to ensure programs are responsive to the needs and priorities of the communities they serve, and align with principles of health promotion and primary prevention.

### *Key Performance Indicators:*

1. Design and delivery of programs and initiatives by WHISE in comparison to previous years programs. Growth of new programs and innovative programs. Use of new content and topic areas in comparison to use of content and topic areas that are already in use

**Measure:** Number of new programs designed and delivered with new content and topic areas

**Measure:** Number of programs delivered in areas of existing content that become more freely available to community



2. Capacity and capability activities are aligned to the needs of WHISE partnerships and community.

**Measure:** Deliver regular reports and analysis of the capacity and capability needs of partnerships and networks.

**Measure:** Programs and capacity building delivers outcomes to needs identified through engagement and feedback from community and as per the evidence base.

3. Strong new and ongoing partnerships

**Measure:** Annual stakeholder engagement survey reports back positive/favourable indicators of support of capacity programs. Evaluation of programs designed and delivered by role show positive impact in achievement of program outcomes.

**Measure:** Number of new and ongoing partnerships

## **B. Strategic Intersectional Advice and Representation**

- Stay abreast of emerging research, best practices, and policy developments related to women's health, intersectionality, gender equality, health promotion, and primary prevention.
- Provide intersectional analysis and advice to key sector wider policies/frameworks/submissions as required.
- Represent WHISE at relevant community events, forums, and networks to promote our work, build strategic partnerships, and advocate for gender equality and women's health.

### *Key Performance Indicators:*

1. Participation in external networks and committees

**Measure:** Number of networks participated in annually, and alignment of those networks to the outputs and deliverables of WHISE.

2. Intersectional analysis and advice.

**Measure:** Number and quality of advice provided for submissions/policies/frameworks

### **C. Grant Acquisition, Management and Reporting**

- Lead the development of funding proposals and reports to secure and maintain resources for outreach and community programs.
- Under the direction of the Manager, Gender Equity and Capability ensure WHISE is fulfilling its obligations to funders, its clients, and in keeping with its mission and goals. Be accountable for the implementation of the WHISE budget as it relates to the capacity and capability building within the remit of the role's annual work plan.
- In collaboration with colleagues seek out new funding and new opportunities to expand the work of WHISE in keeping with our organisational mission and goals including fee for service work. In partnership with the Manager, Gender Equity and Capability, lead the sourcing and responding to requests to WHISE for consultancy and fee for service work.

#### *Key Performance Indicators:*

##### 1. Grant acquisition

**Measure:** Number of grants applied for – whether independently or as a part of a partnership.

##### 2. Grant Management and reporting

**Measure:** Grant milestones met and timely quality reports produced including grant acquittal.

### **D. Monitoring, Evaluation, Learning and Reporting**

- Monitor and evaluate program outcomes, using data to continuously improve and adapt programs to maximise their impact and ensure alignment with gender equality and health promotion goals.
- Develop program plans and produce regular impact reports for public distribution to promote the impact of WHISE work, and where possible share and promote the outcomes and impact of the teams work across the region, and where possible in conferences and public forums outside of the region.

#### *Key Performance Indicators:*



1. Successful implementation of all projects and activities within the remit of Community Outreach - delivered on time and on budget.

**Measure:** 90% of project and work plans as designated in the WHISE plans are developed and implemented to budget and time

**Measure:** Proposals and consultation requests coming in from stakeholders are responded to in a timely way and in keeping with WHISE Fee for service policy and procedures

#### **E. Other**

- Work collaboratively with other members of the WHISE team to achieve organisational objectives, to implement policy and procedures well and to ensure that the WHISE values and operating principles are maintained.
- Model, follow and monitor adherence to Occupational Health and Safety practices and policies and perform all duties in a manner that ensures personal health and safety of self and others.
- Seek to consistently improve and develop own practice

## **Key Assessment Criteria**

### **Academic / trade qualifications**

- Tertiary qualifications in health promotion, social work, community development, gender studies, international development or a related field.

### **Work experience and skills**

- Demonstrated program management experience in designing, implementing and evaluating community-based health promotion and/or primary prevention programs, particularly with migrant and refugee communities.

- Strong understanding and practical application of gender equality, health promotion, primary prevention, intersectionality, and the social determinants of health, and how they impact women's health and wellbeing.
- Excellent relationship-building and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders to promote gender equality and women's health.
- Excellent written and verbal cross cultural communication skills, with the ability to adapt communication style to diverse audiences and advocate for gender equality and women's health. This includes high level reporting through to utilisation of Plain English and visuals to communicate key messages.
- An ability to identify and utilise your own lived experience to inform your practice. (Diverse lived experience is desirable in this role.)
- Demonstrated organisational skills and ability to manage time independently, prioritise and manage competing demands with a high level of professionalism.

### **Personal qualities and behavioural traits**

- An intersectional feminist ethos and commitment to social justice
- Approach to working in a way that is collegiate and collaborative
- Willingness to “roll sleeves” up to get activities done
- Reputation as an enabler and as a person who seeks to support the strengths in others
- Tolerance and adaptability to work in an environment that evolves at the pace of government policy and community need
- Demonstrated qualities in line with WHISE values

### **Requirements for the Role**

Persons in this role must have permission to work in Australia and be able to travel and work with communities across the South East of Melbourne.



**CEO signature:**

Performance review period: Annually

**Next review date: January 2025**