



Women's Health in the South East

Job Description

Job title:	Women's Health and Engagement Officer
Salary:	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services Employee) Level 5.1
Hours:	Contract (2 years) Part Time – 22.8 hours per week (3 days)
Reports to:	Capacity and Capability Lead
Liases with	Leads in the Women's Health and Wellbeing Team for Prevention of Violence against Women, Sexual and Reproductive Health and Mental Health and Wellbeing, Capacity and Capability Lead

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 operating principles:

- We are collaborative and innovative
- We seek to create long term change to improve the lives of all women in our region
- We are curious and seek to constantly learn to improve our practice



Our **Values** are: Learning – Innovation – Collaboration – Integrity - Leadership

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

Working under the supervision of the Capacity and Capability Lead, and in partnership with the Women's Health and Wellbeing team, this role is responsible for a range of activities and tasks at WHISE to facilitate the implementation of the organisation's work to increase gender equity and improve the health and wellbeing of women in the Southern Metropolitan Region. Using the organisations policy and procedures the role is focused on connecting and engaging directly with women in the Region to activate and implement the key action plans and priorities of WHISE.

The role has limited discretion on work and activities of WHISE and delivers outcomes for health promotion/primary prevention and gender equity in community that are within the scope of existing plans and strategies. Activities and work include community activation work, information sessions, forums and, peer education. Key to success is working in collaboration with colleagues within WHISE and with community on complex social policy and health matters to achieve the mission and goals of WHISE. Ideally, the incumbent will have lived experience of migrant and refugee communities in the Southern Metropolitan region and be proficient in a language other than English to support engagement with those communities.

Responsibilities and KPI

Engagement on Women's Health

Work in partnership with community to establish strong positive relationships with migrant and refugee communities in order to understand the health and wellbeing needs of women in our region, specific to their intersectional experience.

Through co-design and respect for the intersectional lived experience of women in our region, foster collaboration and facilitate locally accessible, learning programs, activities, projects and campaigns to increase gender equity address and improve social determinants of health, and promote women's health and wellbeing.

Under the leadership of the Manager Women's Health and Wellbeing work in collaboration with the team Leads, to support the development and implementation of a range of community engagement processes to identify key barriers and issues for WHISE to address to achieve its goals and outcomes

In partnership with the Women's Health and Wellbeing Team, and Communications Lead, develop promotional and communication strategies and initiatives that are specific to the needs of migrant



and refugee women and their community/lived experience to improve health and wellbeing outcomes

In collaboration with the Evidence and Policy Lead, undertake effective evaluation and monitoring of work and activities in order to contribute to the WHISE evidence base, and support effective and timely reports to funders and our community more broadly.

Key Performance Indicators:

1. Supporting the health and wellbeing of migrant and refugee women in Southern Metropolitan Melbourne, addressing the social determinants of health and improving intersectional gender equity

Measure: Number of events and activities that are designed and delivered through co-design and partnership with community and migrant and refugee women

Measure: Level of impact of those events and activities to address the social determinants of health and support women's health and wellbeing in Southern Metropolitan Region.

2. Growth in WHISE understanding and knowledge of the intersectional migrant and refugee experience of women in our region

Measure: Quality of contribution to WHISE research and evidence base on women's health and wellbeing needs in our region from the perspective of migrant and refugee women in Southern Metropolitan Women.

Partnerships

Under the direction of the Manager, Women's Health and Wellbeing activity participate in partnerships, networks and build stakeholder relationships to improve outcomes for women in Southern Metropolitan Melbourne within the remit of role

Initiate and attend community activities and events to network and create partnership opportunities for WHISE that advance the goals and outcomes of WHISE

Collaborate with and build partnerships with credible and evidence-based programs, services and agencies to increase health and wellbeing opportunities being designed and delivered for the intersectional lived experience of women in our region; In collaboration with the WHISE Leads, work closely with key stakeholders from key health and community agencies in our region to advance health and wellbeing of women in our region including but not limited to, local councils, local public health units, public health services, family violence and community agencies.

Actively contribute to any networks/communities of practice on migrant and refugee women's health and wellbeing needs with particular reference to cross Women's Health Service networks.



Key Performance Indicators:

3. Participation in external networks and partnerships and development of stakeholder relationships

Measure: Number of networks participated in that align to the goals of this role, and support the achievement of WHISE mission

Measure: Number of community activities and events attended where WHISE is promoted and the needs of women's health and wellbeing are advocated for and promoted

Measure: Participation and engagement in cross women's health service networks and activities aligned to role and goals to promote health and wellbeing of migrant and refugee women

Planning and Reporting

Under the direction of the Manager, Women's Health and Wellbeing and in collaboration with the WHISE Leads,

- Effectively plans for undertaking work in community mindful of OH&S requirements and WHISE policy and procedure
- Maintain excellent records of work and activity
- Assist colleagues where appropriate to fulfil obligations to funders, and clients.
- Support WHISE in applying for funding opportunities to expand available resources to improve women's health and wellbeing in Southern Metropolitan Melbourne.
- assist colleagues to acquit and write reports for funders.
- 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 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 the own practice

Key Performance Indicators:

4. Program of work as it relates to area of work is designed and delivered within remit and authority of role

Measure: Incumbent collaborates with team and consultants with key colleagues, to develop annual workplan with deliverables defined within the context of the WHISE



Business Plan. Annual workplan is regularly reviewed to ensure all opportunities are made available to work with community.

5. Under the direction of the Manager, Women's Health and Wellbeing, seeking out and applying for grant funding to help support the Women's Engagement team

Measure: Number of grant applications identified to support the work of WHISE with migrant and refugee women; Submission of grant applications and success in keeping with the needs and remit of the team and its goals

Academic and trade qualifications

Essential qualifications

- Tertiary/Post Secondary Qualification in Community Development or equivalent

Desirable qualifications

- Post secondary/Tertiary qualifications in gender equity and or health promotion

Work experience and skills

Essential experience

- 2 to 3 years experience in a community development role that is front facing with community with specific experience in working with women in migrant and refugee communities
- Proficiency in a language other than English
- Experience in work as part of or with, a project team, on diverse areas of activity to contribute and deliver to collectively agreed outcomes
- Working knowledge of practices to co-design with community and demonstrated practice of centring the lived experience of community in work
- Experience with a diverse range of stakeholders and advocating for women in community
- Demonstrated understanding and skills in working with and being respectful of intersectional lived experience in the community
- Highly developed stakeholder engagement skills as it relates to managing and driving outcomes through partnership and relationship building to health promotion and primary prevention
- Sound experience in planning for and reporting on outcomes
- Experience of working with organisations similar to WHISE in terms of size, scope and culture

Desirable experience

- Knowledge of the Southern Metropolitan Region



- Lived experience and/or experience working with women in health and wellbeing and/or experience of working in improving women's health and wellbeing

Personal qualities and behavioural traits

Essential qualities or behaviours

- A feminist ethos and perspective and commitment to working with an appreciation of intersectional experience
- 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

Desirable qualities or behaviours

- Lived experience of inequity of women in our community and society

Requirements for the Role

Persons in this role must have permission to work in Australia and have a current drivers licence.

CEO signature:

Performance review period: Annually

Next review date: January 2023