Position Description

August 2012

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<tr>
<th>Position:</th>
<th>Project Worker: Respectful Relationships Education</th>
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<tr>
<td>Employment Period:</td>
<td>This is a full-time position, 12 month contract (with possible extension)</td>
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<td>Reports to:</td>
<td>Health Promotion Coordinator</td>
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<td>Responsibility:</td>
<td>The position has responsibility for the delivery of <em>Me You and Us: Respectful Relationships through Peer Education</em> project.</td>
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**Internal Relationships:** The project worker will maintain collaborative working links with all staff within WHW, particularly with other relevant health promotion workers as necessary for the planning and delivery of Me You and Us. The project worker will work closely with an internal project working group, comprised of health promotion staff with relevant expertise.

**External Relationships:** The project worker will establish and maintain effective working relationships with youth-focussed community organisations, schools and sporting associations. She will also develop and convene a project advisory committee comprised of relevant experts to guide project content.

**Remuneration:** Salary and conditions based on qualifications and experience in accordance with the Women’s Health West Enterprise Agreement 2010. Salary packaging options available as per Women’s Health West policy. An initial three month probationary period will apply as part of the employment offer and contractual agreement.

**Located:** Women’s Health West, 317-319 Barkly Street, Footscray

**KEY OBJECTIVES**

The Project Worker is responsible for the delivery of the *Me You and Us* respectful relationships education project. The project is funded by the Department of Families, Housing, Community Services and Indigenous Affairs, as part of its Gender Equality for Women Program. *Me You and Us* uses a peer education model to train and support young women to participate in the delivery of respectful relationships education sessions in youth organisations, sporting clubs and to senior primary school students in the western metropolitan region of Melbourne.

In phase one, the project worker is required to recruit young women from the western region and train them in education session delivery, peer education methods and respectful relationships education. She will mentor and support the peer educators throughout the duration of project delivery, including regularly convening peer educator network meetings.

Phase two requires the project worker to network extensively with youth organisations, schools and sporting clubs throughout the region to promote the program and to schedule and then deliver education sessions in those settings (sessions are co-facilitated by the project worker and a peer educator).

The project worker will work collaboratively with an internal working group and an external expert advisory group to design the content of the peer educator training and the respectful relationships education sessions.

**KEY ACCOUNTABILITIES**

- Work collaboratively with colleagues, partner organisations and key experts to ensure that the design and content of *Me You and Us* is consistent with **good practice in respectful relationships education**.
• Design and deliver training to young women from the western metropolitan region to become peer educators in the subsequent delivery of *Me You and Us* respectful relationships education sessions.

• Establish mechanisms to support and mentor peer educators throughout their involvement in the project.

• Design and deliver professional development for adult leaders in the target settings that enhance the capacity for gender equity to be embedded in organisational policies and practices.

• Deliver *Me You and Us* education sessions to young people in the target settings, in conjunction with a peer educator.

• Development of an internal evaluation plan, data collection for the internal and external evaluations, and reporting.

**KEY RESULT AREAS**

<table>
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<tr>
<th>Key Results Area (Outputs of the job, why is it done)</th>
<th>Major Activities (What is done and how)</th>
<th>Outcome Measurement (How will quantity, quality, timeliness or cost be measured)</th>
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</table>
| *Me You and Us* Program content and design is consistent with good practice in respectful relationships education | • Establish and convene regular meetings of an internal **working group** to draw upon expertise within the team to support program design and training/session content  
• Establish and convene regular meetings of an **expert advisory group** of key individuals with expertise in the primary prevention of violence against women and peer education approaches to working with young people | • Working group and expert advisory group are regularly convened and advice is incorporated into project design and delivery  
• Program design and session content is considered by leaders in the field to be consistent with good practice in respectful relationships education |
| Peer educator training and mentoring | • Collaborate with colleagues and partner agencies to select and recruit **48 young women** to participate in peer education training; ensuring that selection and recruitment takes account of the project’s aims and themes, and individuals’ circumstances that may impact on their capacity to participate  
• Develop and deliver a **training program for peer educators** that covers: leadership skills, public speaking, culturally sensitive practice, gender equity and respectful relationships  
• Convene bi-monthly **peer educator network** meetings for the duration of program delivery to provide opportunity for mutual support and guidance, ongoing skills development, and to respond to questions that arise in delivery  
• Provide **supervision and support** to peer educators | • **48 young women** participate in the peer educator training  
• Bi-monthly peer educator network meetings are held  
• Peer educators report that they are supported to participate in the project |
| Professional development for adult leaders in target settings | • Develop and deliver **professional development sessions** for adult leaders in target settings to increase their support for the program and improve their capacity to embed gender equity principles within organisational policies and practices. | • Participants report capacity and willingness to pro-actively support *Me You and Us* program objectives |
| Respectful relationships education sessions | • **Design education sessions** that are tailored to target audiences of young people on the topics of respectful relationships, attitudes and behaviours that underpin gender inequity, and rights and responsibilities  
• **Promote and schedule education sessions** in target settings | • Required number of education sessions are delivered in target settings, co-facilitated by the project worker and a peer educator |
- With a peer educator, **co-facilitate 100 education sessions** in classrooms throughout the region to students aged 10-13 years
- With a peer educator, **co-facilitate 45 education sessions** in sporting clubs, youth organizations, TAFEs and universities throughout the region to young people aged 18-24 years.

### Evaluation, reporting and program manual

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<tr>
<th>Task</th>
<th>Details</th>
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<td>Establish and implement an <strong>internal evaluation</strong> plan and report findings</td>
<td>Internal and external evaluations show that program targets have been met</td>
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<tr>
<td>Liaise with <strong>external evaluators</strong> and collect evaluation data as required</td>
<td>Reports are delivered as required</td>
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<td>Prepare reports for the funding body, and the membership and Board of Directors at Women’s Health West as required</td>
<td>Content for the manual is collated in a format appropriate for development</td>
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<td><strong>Collate all program materials</strong> into a resource for development into a program manual</td>
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### General

#### Communication and partnerships

- Work proactively with organisations in the region to raise awareness of **gender and equity frameworks**
- Maintain a **respectful, responsive and professional** manner in all aspects of communication
- Maintain **confidentiality** on all issues relating to the organisation, service users and colleagues

#### Teamwork

- Work **collaboratively and pro-actively** within the HPRD team and the agency to achieve team and organisational goals
- Apply to practice the organisation’s **strategic vision, values and directions**, and contribute to the achievement of the strategic objectives

#### Other

- Ensure high-quality services and programs are delivered by contributing to **quality improvement activities**
- **Actively participate** in individual supervision sessions, and team and staff meetings
- Attend **training and conferences**, including presentation of conference papers where relevant
- Performance of **other duties** as required, within the range of employees skills, competency and training

### Performance review

- Performance review indicates a high standard of professional conduct
- Performance review indicates a pro-active, constructive and respectful approach to working as part of a team
- Performance review indicates a high standard of efficiency and professionalism in work practices
KEY SELECTION CRITERIA

Essential

- Tertiary qualifications in a health, community development or social policy discipline.
- Demonstrated understanding of women’s health and wellbeing, and a commitment to the feminist philosophy and values that underpin the work of Women’s Health West
- Excellent project management skills, including project and work planning, goal setting, meeting deadlines and milestones, evaluation and reporting
- An excellent understanding of the determinants of violence against women and experience in the delivery of primary prevention strategies
- Experience in the design and delivery of training and education programs for young people
- Excellent group facilitation and interpersonal skills, and the ability to engage, mentor and work collaboratively with young women from diverse backgrounds
- Experience working collaboratively with youth services and organisations, schools and sporting clubs.
- Excellent written and verbal communication skills

Desirable

- Teaching qualification or Certificate 4 in Workplace Assessment and Training
- Knowledge of the western region

PERFORMANCE MONITORING

An initial review of performance will be undertaken within three months of commencement, as per WHW’s probation policy and procedure. Annual appraisals and support for development will relate to the key result areas above.

REVIEW OF POSITION DESCRIPTION

This position description will be reviewed bi-annually as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.

FURTHER INFORMATION

If you have specific queries about this position, please contact Women’s Health West on 9689 9588.

TO APPLY FOR THE POSITION

Please send your application marked ‘Confidential’, with three nominated referees (including your most recent line manager), to:

    Health Promotion Manager
    Women’s Health West
    317-319 Barkly Street
    FOOTSCRAY VIC 3011

Applications must address the Key Selection Criteria.

The closing date for applications is 7 September 2012