



POSITION DESCRIPTION

January 2018

Position	Health Promotion Project Coordinator – Preventing Violence Together
Program Stream	Strategy, Advocacy and Community Engagement
Exemption	VCAT Exemption No. H119/2017(subject to Equal Opportunity Act 2010)
Reports to	Team Leader – Preventing Violence Together
EA 2017 Classification	Level 5
Located	Women's Health West, 317-319 Barkly Street, Footscray Vic 3011

Organisational Context

Women's Health West (WHW) is the women's health service for the western metropolitan region of Melbourne. We focus on supporting women and their children to lead safe and healthy lives and on changing the conditions that cause and maintain inequity and injustice. We do this through two main complementary programs. Our health promotion program plans and implements activities designed to promote women's health, safety and wellbeing across the areas of sexual and reproductive health, mental health and the prevention of violence and discrimination. Our integrated family violence service provides a range of programs to women and children who experience family violence including court support, crisis housing and case management. We also provide services designed to promote healing and recovery such as women's and children's counselling. We work collaboratively with communities, government and local agencies to influence public policy or change legislation, to improve access to services and resources, and to build individual, community and organisational capacity to improve the status of women. WHW is funded by local, state and federal government grants, and receives additional funding from benevolent trusts and philanthropic organisations.

Position Purpose

The health promotion project coordinator reports to the Preventing Violence Together team leader and is a member of WHW's strategy, advocacy and engagement stream. This position is responsible for contributing to the implementation of projects and strategies in the health promotion priority area of prevention of violence against women. The health promotion coordinator is responsible for the implementation of projects and strategies as part of *Preventing Violence Together 2030: Western Region Strategy to Prevent Violence Against Women*. This role is expected to develop and maintain collaborative relationships with women, their communities and partner agencies to facilitate the reach and effectiveness of health and wellbeing programs related to men's violence against women across the western metropolitan region of Victoria. The health promotion project coordinator also contributes to processes that ensure collaboration and integration across and between WHW programs and services to achieve organisational goals and objectives.

Key Result Areas and Responsibility

Contribute to the development and delivery of high-quality health promotion programs including planning, implementation, monitoring and review of activities specified in the WHW integrated health promotion plan.

- Participate in the development, implementation, monitoring and review of the four-year integrated health promotion (IHP) plan and annual action plans, , and plans and reports for primary prevention of violence against women projects and initiatives.
- Plan, implement and evaluate health and wellbeing initiatives, and gender transformative health promotion projects and activities relevant to this priority area, in collaboration with communities of interest.
- Resource and support relevant committees, advisory and working groups and networks, in collaboration with communities of interest.
- Use conceptual frameworks and research to support the design, delivery and evaluation of evidence-based health and wellbeing programs and initiatives.
- Write health promotion resources and reports such as project briefs, progress and final project reports, manuals, memorandum of understanding, newsletter articles and other publications.
- Promote project initiatives, share lessons learnt and communicate information through publications, conference presentation and key forums and networks.
- In consultation with the strategy, advocacy and community engagement leadership stream, contribute to the formulation of responses to public policy and law reform debates relevant to WHW's strategic priorities and the IHP plan.
- Develop funding submissions for the ongoing delivery of health and wellbeing strategies that enhance equity and justice for women and girls in Melbourne's west.
- Performance of other duties that are required that are within the range of the employee's skills, competency and training.

Develop and maintain collaborative partnerships and positive relationships with women, their communities and partner agencies to build gender equity capacities and respond to the key drivers of men's violence against women.

- Develop and maintain relevant partnerships and relationships with other health agencies, groups and networks to ensure collaboration and improved outcomes for the primary prevention of men's violence against women in the western metropolitan region.
- Establish relationships with community leaders, members and organisations to inform the design, development and implementation of health promotion projects and initiatives.
- Represent WHW in key health promotion networks, on committees and in relevant public forums in a manner that strengthens WHW's profile and influence.
- Participate in steering groups, committees and project reference groups for health promotion projects.
- Deliver community education, training, group facilitation and information provision to service providers, networks and other communities of interest.

Contribute to the development and achievement of team and organisation goals through regular supervision and participation in professional development activities.

- In collaboration with the Preventing Violence Together team leader, participate in the development, monitoring and review of a clear work plan that sets out objectives, activities, outcomes and evaluation methods for this position.
- Participate in regular supervision and annual appraisal to discuss work performance, and professional development.
- Identify professional learning and development opportunities and participate in professional development training and activities, together with the team leader.
- Participate in induction processes and probationary reviews as required.
- Participate in the recruitment and orientation of SACE staff, where appropriate.
- Role model respectful and professional behaviour within the work environment at all times including displaying initiative, openness, honesty, genuineness and transparency.

Contribute to processes that ensure collaboration and integration across and between WHW programs and services to achieve organisational goals and objectives.

- Participate in a culture of collective learning and collaborative work practices, including respectful and positive communication within the team and organisation.
- Actively participate in team, program, stream and staff meetings, working groups and committees, and stream planning days.
- Actively participate in cross team and cross-stream mechanisms designed to facilitate links within and between the preventing violence against women priority area, other health promotion priority areas, SACE stream and the whole organisation, ensuring that collaboration is embedded in all aspect of WHW's operations.
- Participate in organisational continuous quality improvement and risk management frameworks.
- Engage in activities and behaviours that actively promote the development of a positive organisational and workplace culture in line with the principles of the organisation and the expectations of WHW's strategic plan.
- Engage in organisation-wide strategies, plans and events to enhance WHW's reciprocal engagement with our clients and communities.
- Collaborate with WHW colleagues to identify current and emerging trends that impact on their areas of responsibility and support appropriate knowledge transfer and translation into their programs, projects and services.

Key Selection Criteria

1. Relevant tertiary qualifications (such as health promotion, gender studies, social work, community development and/or a social policy discipline).
2. A minimum of two years professional experience in health promotion practice, including primary prevention of men's violence against women.
3. Demonstrated experience in project management, including planning, goal setting, meeting deadlines, evaluation, reporting and time management.
4. Demonstrated understanding and experience of health promotion, gender equity, community development and human rights frameworks.
5. Demonstrated skills and experience in establishing and facilitating groups and delivering professional development training.
6. Experience in developing effective and collaborative working partnerships with external partners and agencies to improve program outcomes, in particular existing health agencies, groups and networks in the western metropolitan region.
7. A strong understanding of and commitment to the feminist philosophy and values that underpin WHW's work including gender equity, social justice, human rights and diversity.
8. Capacity to exercise initiative as well as to work effectively within a team environment.
9. Excellent written and verbal communication skills and strong interpersonal skills.
10. Organisational and time management skills, as well as computer literacy.

PERFORMANCE MONITORING

An initial review of performance will be undertaken within **six months** of commencement, as per WHW's probationary 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 **biennially** as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.

ADDITIONAL INFORMATION ABOUT WHW

1. Aboriginal and Torres Strait Islander women, and those who speak languages other than English are encouraged to apply.
2. Employment is subject to the satisfactory completion of a national Police Record Check and a Working with Children Check. An international police check is also required if you have lived or worked overseas for more than 12 months in the last 10 years.

3. In the context of work health and safety, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety or that of others. All incidents and injuries must be reported, and staff must co-operate with any measures introduced in the workplace to improve WH&S.

FURTHER INFORMATION

If you have specific queries about this position, please contact the Gender Equity Manager on 9689 9588.

To apply for this position, please send your written application responding to the key selection criteria, marked 'Confidential', to the address below. Please include three nominated referees, including your most recent line manager.

Manager - Gender Equity
Strategy, Advocacy and Community Engagement
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