

POSITION DESCRIPTION

January 2022

Position	Health Promotion Coordinator – Take Up Space
Program Stream	Strategy, Advocacy and Community Engagement
Exemption	VCAT Exemption No. H119/2017 (subject to Equal Opportunity Act 2010)
Reports to	Action for Equity Team Leader
EA 2017 Classification	Level 5
Located	GenWest, 317-319 Barkly Street, Footscray Vic 3011

GenWest – About Us

GenWest is the gender equity agency for the western metropolitan region of Melbourne. Our programs and services are designed to redress gender inequity and benefit victim-survivors of family violence in Melbourne's west. Our efforts are ultimately about supporting our communities to lead safe and healthy lives, and on changing the conditions that cause and maintain gender inequity.

Our Values

- **Freedom:** We centre freedom from oppression, discrimination and violence in all our work. We aim to work in ways that promote freedom and we take responsibility for our work and our actions.
- **Connection:** We focus on connection to ourselves, each other, our clients, the community, the land and the environment. Connection is key to achieving our purpose. We believe in the strength of belonging, of being inclusive and in working together to achieve change.
- **Resistance:** We uphold human rights and in solidarity, work together to challenge injustice and transform lives for the better.
- **Love:** We practice fierce, revolutionary love. We treat each other with respect, kindness and compassion and are committed to creating an environment where all feel seen, heard and valued.

- **Creativity:** We embrace creativity and curiosity. We reflect, ask questions, listen, and enjoy learning. When times are challenging, we look for opportunities to learn and to grow.

Positioning of role

The Health Promotion Coordinator – Take Up Space will be part of GenWest’s Strategy, Advocacy and Community Engagement (SACE) stream. GenWest’s SACE stream implements activities designed to promote health, safety and wellbeing across three key areas: sexual and reproductive health and rights; mental health, resilience and empowerment; and prevention of family violence. The role will report to the Team Leader – Action for Equity.

Position purpose

The position will lead phase two of Take Up Space, building on the work commenced in phase one during 2021 (see [here](#) for project outcomes).

The position aims to improve the mental health and sexual and reproductive health of young LGBTQIA+ people and young refugee and migrant people in Melbourne's west through connection, collaboration and improved access to support and health information.

Position responsibilities

The Health Promotion Coordinator will be responsible for leading phase two of Take Up Space, including building on recommendations from phase one to develop and extend social media platforms that promote Take Up Space content, and to consult and develop content with young people from LGBTQIA+ and refugee and migrant backgrounds.

This will include, but is not limited to, the following responsibilities:

- Develop and distribute co-designed health promotion resources with priority population groups, via social media and other avenues
- Cultivate networks and partnerships with local community organisations, local government, local artists and community members to promote and amplify the voices of young people
- Develop a social media platform to host Take Up Space content that will increase community engagement.

Key Result Areas

1. Community engagement and resource co-design process

- a. Coordinate a co-design process with refugee and migrant and LGBTQIA+ young people, with a view to building on the recommendations/outcomes of Take Up Space phase one and develop sexual and reproductive health and mental health and wellbeing content/resources for our online platform.
- b. Apply a holistic model of mental health and sexual and reproductive health and emerging evidence to the community engagement and resource codesign process.

2. Social media platform development and promotion

- a. Develop an accessible, relevant and engaging social media platform that engages and connects young people with the developed resources.
- b. Cultivate networks and partnerships with local community organisations, local government, local artists and community members to promote and amplify the voices of young people and their contributions.
- c. Review and update website and social media platform content to ensure accessibility, language and information.
- d. Plan and hold an event to launch the resources and social media platform, co-designed with target community members.

3. Project management and delivery

- a. Plan and manage all aspects of this project including timelines, priorities and groups, evaluation and consultations with GenWest staff, and external key groups and communities.

Organisational Cultural Citizenship Responsibilities:

All staff are required to support, enact, and operate in accordance with our organisational citizenship responsibilities:

- Build an awareness and appreciation of, and model and enact our shared organisational values, behaviours, and principles through work application and associated practices.
- Actively engage with, endorse, and contribute to the development and achievement of team, stream, and organisational goals and objectives.
- Work in a culturally safe manner and acknowledge and pay respect to the traditional owners of the land upon which GenWest is situated and conducts events.
- Contribute to and support our Reconciliation Action Plan, and Rainbow Tick Action Plan.
- Maintain and support a working knowledge of anti-oppressive and trauma-informed work practices.

- Support and enact leadership at all levels, including practicing non-violent communication, and meaningful contribution, collaboration, and consultation.

Key Selection Criteria

1. Demonstrated commitment to GenWest's values.
2. Strong understanding of the determinants of mental health and sexual and reproductive health, particularly as they relate refugee and migrant and LGBTQIA+ young people.
3. Ability to develop strong networks with young people from refugee and migrant backgrounds and young LGBTQIA+ people, particularly within the western region of Melbourne.
4. High level interpersonal and communication skills, including the ability to consult with community members as well as writing and editing skills for a range of audiences.
5. Social media and communications technical proficiency, including the ability to build online social media platforms and to create content for social media.
6. Demonstrated project management skills.