

POSITION DESCRIPTION	
<b>Position Title:</b>	<b>Regional Coordinator: Community Development</b>
<b>Classification:</b>	WHGNE Level 4
<b>Term of Contract:</b>	Ongoing (subject to funding)
<b>Hours of Work:</b>	0.8 EFT (30.4 hours per week)
<b>Location:</b>	Women's Health Goulburn North East (WHGNE), Wangaratta
<b>Reports to:</b>	Regional Manager – Strategy Partnership and Programs
<b>Direct Reports:</b>	Health Promotion Workers and Program/Project workers as required
<b>Authorisation:</b>	Expenditure within agreed program budget limits
<b>External Relationships:</b>	Relationships include WHGNE staff, external contractors and stakeholders
<b>Employment Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Salary and conditions are as per the WHGNE Employee Collective Agreement.</li> <li>▪ Motor vehicles are available for work related duties.</li> <li>▪ Salary packaging available.</li> <li>▪ A fortnightly flexi time can be worked within ordinary hours</li> </ul>
<b>Date Approved:</b>	August 2024

## ORGANISATIONAL CONTEXT

Women's Health Goulburn North East (WHGNE) is a proudly feminist organisation, supporting the creation of equal, just and resilient communities that lead change towards women's empowerment, women's health, the prevention of violence against women and ultimately, gender equality, in rural and regional Victoria.

### **Our work addresses the harms of binary gender norms and practices to achieve long-term gender equality.**

We apply a gendered lens to the factors and environments that shape women's health and wellbeing in rural and regional Victoria. Our expertise is in women's economic empowerment, gender justice and climate change, gender equity, the prevention of violence against women and sexual and reproductive health.

**Our experienced staff are local leaders in gender equity and shared learning.** We make our expertise accessible to our communities through highly regarded research, resources and toolkits. We are alert to the political environment, and work to uphold and advance women's rights by influencing policy and planning. We work alongside women to listen to and amplify experiences of health to raise awareness, change attitudes, and influence system response.

We also work with community groups, organisations and workplaces to develop and deliver information and practical tools, consultations, coaching, tailored training, workshops and facilitated conversations.

Our work is focused on cultural changes that leads us towards gender equality. We believe this good work starts with us, so we have developed a **set of values** that guide how we work together as a team, and how we work within our communities. We feel it's important that we model what these values look like in practice, and therefore are considered a core part of our work.

**WHGNE has a flexible working policy** and as such, employees may elect to work from home, or from another convenient location. **However**, the designated place of work is the WHGNE office in Wangaratta and staff are expected to be able to attend the office in person on a regular basis in addition to attending meetings across our region.

## POSITION OBJECTIVE & OVERVIEW

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The Regional Coordinator: Community Development reports to the Regional Manager: Strategy, Partnership and Programs. This role is responsible for the development and implementation of an organisation-wide approach to community development that sits within and enhances our health promotion efforts. This community development approach aligns with our *Strategic Plan*, notably our commitment to *Listening to our communities* to enrich and inform our work, the *Community Consultation Framework*, elevating lived experience and more deeply considering intersectionality.

## ESSENTIAL JOB FUNCTIONS

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### 1. Community Development Expertise or Leadership

- Apply community development knowledge to the breadth of WHGNE health promotion activity, overseeing the implementation and evaluation of the WHGNE *Community Consultation Framework*.
- Working closely with the Regional Manager providing guidance and expertise to the WHGNE Health Promotion team in relation to the development, implementation and evaluation of community engagement and development activities that align with the organisation's Strategic Plan.
- Review and update the organisation's health promotion and capacity building approach to ensure that we are incorporating leading community development research methodologies across our work.
- Contribute to development and implementation of WHGNE membership engagement strategy
- Pursue research opportunities that align with WHGNE strategic objectives.

### 2. Planning, Implementation, Evaluation and Reporting

- Lead planning, implementation, evaluation and reporting across Community engagement and development activity.
- Contribute to planning, implementation, monitoring and evaluation of objectives and strategies outlined in the WHGNE Health Promotion Plan.
- Write reports for a variety of audiences and purposes, including internal reports, program plans and reports and publications for distribution.

### 3. Relationships and Partnerships Development

- Lead the development of new and strategic partnerships that support WHGNE aims to *Listen to our communities and* expand our partnerships across the diverse communities of the Goulburn Valley and Northeast of Victoria.
- Develop and maintain effective networks and relationships with key stakeholders, organisations and community representatives, facilitating collaborative action towards our Health Promotion Plan objectives.
- Represent WHGNE in a professional manner in line with our organisational values.

### 4. Capacity Building and Advocacy

- Contribute to the development of resources and tools, using an evidence-based approach to enhance the translation of theory into practice.
- Utilise effective interpersonal, group and public communication and effective written and oral communication and media strategies.
- Participate in the development of engaging, evidence based and grammatically correct content.

## **5. Evaluation and Monitoring**

- Work closely with the other WHGNE Coordinators to support the development, implementation, and ongoing monitoring of evaluation strategies as part of WHGNE Health Promotion plan, with line of sight to state-wide outcome frameworks.
- Implement the internal monitoring and evaluation systems, and ways of tracking and translating our reach and impact.

## **6. Other Functions and Responsibilities**

All WHGNE staff are responsible for undertaking the following tasks/functions:

- Participate in self-directed work teams, with involvement in strategic priorities planning and implementation.
- Participate in additional organisational activities where appropriate (i.e. AGM, International Women's Day).
- Actively promote Women's Health Goulburn North East as an organisation and the values we represent, and advocate for advancing the health and wellbeing of women in the Goulburn and northeast regions of Victoria
- Keep abreast of current and emerging issues for women and those who work with women and identify project opportunities.
- Keep abreast of current and emerging funding opportunities, and contribute to WHGNE funding submissions where required
- Participate in the supervision and career planning cycle, including setting of personal goals, professional development plans, and participation in regular supervision and operational meetings.
- Collect activities data within agreed frameworks to inform funding agreements and planning processes.
- Develop and expend budget within extent of authority
- Develop, review, implement and adhere to WHGNE policy and procedures, including compliance with legal and OH&S requirements.
- Actively participate in quality improvement and accreditation processes.
- Contribute to the values-led culture of cooperation, collaboration and shared accountability with other staff and Board members.
- Other responsibilities as deemed necessary

## **SELECTION CRITERIA**

1. Demonstrate a commitment to the [vision, purpose](#) and [values](#) of Women's Health Goulburn North East.
2. Relevant undergraduate or postgraduate degree in Community Development, Health Promotion, Public Health, Social or Health Science plus at least five years relevant post-qualification experience.
3. Comprehensive understanding of frameworks and methods related to planning, implementation and evaluation of community development strategies.

4. Demonstrate experience in project management, including planning, implementation, monitoring and evaluation.
5. Demonstrated experience in the leadership and supervision of teams and individuals.
6. Demonstrated ability to build rapport and experience in creating and sustaining effective partnerships with key stakeholders, working collaboratively and effectively across different levels of understanding and readiness.
7. Demonstrate a high level of verbal and written communication skills. Key skills include facilitation, negotiation, conflict resolution, along with high level writing skills with the ability to develop reports for diverse audiences.
8. Demonstrated capacity to use initiative, reflect on practice, and to work creatively and independently as well as part of a team
9. Ability to undertake work-related travel as and when required.

#### **ADDITIONAL INFORMATION**

- As part of the WHGNE'S Recruitment and Selection and related policies, a satisfactory Police Record Check and Working with Children Check is required for this position.
- WHGNE is a COVID-safe employer and as such, we follow all mandated health orders.