



WOMEN
WITH
DISABILITIES
AUSTRALIA
(WWDA)

Project Planner, Virtual Centre for Women and Girls with Disability (Full-time, 3 month contract)

POSITION DETAILS

Position title:	Project Planner – Virtual Centre Project
Organisation:	Women With Disabilities Australia (WWDA)
Award:	SCHADS
Hours:	1.0 FTE (38 hours per week)
Tenure:	This position is for 3 months fixed term from date of appointment.
Salary:	\$84,968 per annum + superannuation
Location:	Melbourne - Employee will be required to work from home initially.
Reports to:	Executive Director

Women with Disabilities Australia (WWDA) is the national Disabled People's Organisation (DPO) for women and girls with disability in Australia. Our key purpose is to promote and advance the human rights and freedoms of women and girls with disability.

The Virtual Centre for Women and Girls with Disability will be an online platform for accessible information, support and referral for all women and girls with disability.

The project is funded under the NDIS Information, Linkages and Capacity Building (ILC) grants.

THE POSITION

The Project Planner will assist Women with Disabilities Australia (WWDA) to scope and establish the Virtual Centre project.

The Project Planner will be employed on a fixed term contract of 3 months. While the position is not ongoing, the Project Planner may apply for ongoing project positions once advertised.

RESPONSIBILITIES AND DUTIES

- Identify and initiate contact with potential stakeholders.
- Establish Project Advisory Group(s).
- Scope the project in conjunction with project director(s) and Project Advisory Group.
- Develop 18 month project plan including timelines, budget, milestones, and reporting dates.
- Source suitable low-cost office premises in Melbourne.

- Assist with recruitment planning and processes for project staff.
- Draft communications plan for initial stages of the project.
- Work alongside and provide regular updates to the project director(s).

SELECTION CRITERIA

1. Demonstrated experience in project planning and management.
2. Demonstrated experience in budget development and management.
3. Demonstrated proficiency in establishing and maintaining productive relationships with a range of stakeholders.
4. Broad knowledge of the Australian disability sector.
5. Broad knowledge of key policy areas and issues in relation to violence against women and girls with disability.
6. Broad understanding of the international human rights framework as it applies to women and girls with disability in the Australian context.
7. High proficiency in written and verbal communications.
8. High proficiency in using information technology and tools, including online platforms.

REQUIRED EXPERIENCE AND QUALIFICATIONS

- Extensive experience and tertiary qualifications in disability studies, community services, community development, social work, project management, or related disciplines.

For further information contact:

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Women with Disabilities Australia (WWDA)

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