

# **WWDA LEAD Leadership and Mentoring Toolkit Co-Design Committee**

## **Terms of Reference 2021-2022**

### **Introduction**

In 2020 WWDA received funding from the National Disability Insurance Scheme's Information, Linkages and Capacity Building (ILC) Program to deliver a new project called WWDA LEAD – Lead, Engage, Activate and Drive.

For two years the WWDA team will focus on promoting and advancing the leadership, agency, autonomy, human rights and freedoms of women, girls, feminine identifying and non-binary people with disabilities, both individually and collectively.

One of the key deliverables of the WWDA LEAD project is the development of a WWDA Leadership and Mentoring Toolkit.

### **Background**

In 2000, WWDA published a Leadership and Mentoring Toolkit co-designed with women and girls with disability. The Toolkit was structured in eight sections, including: 1. Overview and background, 2. Leadership, 3. Mentoring, 4. Groups, 5. Funding, 6. Issues Facing Women With Disabilities, 7. WWDA Membership and Publications and 8. Bibliography and References.

As part of the WWDA LEAD project, WWDA has committed to reviewing and updating this toolkit to adapt it to a contemporary context.

## Role of the Co-Design Committee

To ensure that the Toolkit design and development is led by women, feminine identifying and non-binary people with disability, a Co-Design Committee being formed.

The Co-Design Committee will be comprised of a diverse group of women with disability with expertise across a range of different areas. Committee members will be called on as required to provide advice and skills to contribute to the design and development of the toolkit.

Members of the Co-Design Committee will be expected to contribute to a range of aspects of the toolkit development, dependent on their individual skills and capacity. This will include:

It will:

- Advising on the technical considerations required to optimise accessible design and content.
- Advising on innovative communications methods to convey complex information to a diverse audience, such as, multimedia, illustrations, Auslan, captioning and Easy English and Plain language copy.
- Providing unique insights from a broad array of expertise and experience to ensure the Toolkit is relevant, accessible, and unique in terms of design and content.
- Drafting relevant aspects of the toolkit content.
- Reviewing drafts of the Toolkit

**Co-Design Committee** consultations will be coordinated by the WWDA LEAD Project Manager. Each member of the **Co-Design Committee** will be required to identify the specific issues or areas that they are able/willing to contribute to.

Panel members must be **women**, feminine identifying or non-binary people with disability and must be full members of WWDA.

Committee members will advise on considerations and queries posed by the Project Manager, but all decision-making will be at the discretion of the Project Manager and WWDA LEAD team.

All ideas, content, design and documentation associated with the WWDA Leadership and Mentoring Toolkit will remain the intellectual property of WWDA. All Committee members are required to respect any confidential or sensitive information discussed as part of the Panel, and WWDA will respect any information brought forward by members.

## **Co-Design Committee Expertise and Skills**

Applicants will be selected for the co-design committee based on a range of experiences and expertise

- Lived experience as a woman, feminine identifying or non-binary person with disability
- Knowledge and experience in the production of multi-media content for people with disability
- Knowledge and experience with creating innovative and accessible content
- Knowledge of and or experience as a participant in the WWDA LEAD project
- Experience with other stakeholder groups including families, carers, support persons and service providers.

All of WWDA's work is grounded in a human rights framework. WWDA practices intersectional feminism and will ensure the Co-Design Committee is representative of the needs and views of a diverse range of women and girls with disability in Australia. This includes, but is not limited to women, feminine identifying and non-binary people with disability who are:

- Aboriginal and/or Torres Strait Islander
- Culturally and/or Linguistically Diverse (CALD) women
- Lesbian, Gay, Bisexual, Trans, Intersex and Queer (LGBTIQ+) people
- Young people (aged 15 -30)
- from a variety of geographical locations, including rural and regional areas.

## **Relationship with Project Steering Committee**

There are two bodies leading and guiding the development of the WWDA Leadership and Mentoring Toolkit: Co-Design Committee and the Project Steering Committee (PSC)

While the Co-Design Committee members will advise on accessible content and development, the Project Steering Committee will maintain the responsibility for overseeing the governance and strategic direction of the project.

## **Structure and Consultations**

The Co-Design Committee will consist of up to twelve (12) women, feminine identifying and non-binary people with disability with a variety of expertise and areas of interest.

Not all Panel members will always be engaged at the one time. How and when Co-Design Committee members contribute will depend upon the needs of the Project management team and will take into account the engagement preferences identified by Panel members upon joining the Panel. This means that consultations may take the

form of telephone discussions, videoconferences, meeting in person and/or email communication.

WWDA is committed to enabling the involvement of all women with disability, including those who require the support of others to participate. WWDA will engage with support organisations where required, to seek their assistance in supporting women to participate in the Co-Design Committee.

All Committee members will be engaged **at least twice** during the life of the Project. The Project team will endeavor to give Committee members at least one week's notice of an upcoming consultation.

Consultations will be scheduled to suit Committee members' availability where possible and will occur between **October 2021 and June 2022**.

Dependent on travel restrictions and budget constraints, WWDA will endeavor to hold an in-person meeting with all Co-Design Committee members in November 2021.

WWDA will capture feedback provided by Committee members and endeavor to incorporate this feedback into the first release of the Toolkit. Additional feedback may be categorised and prioritised in consultation with Committee members.

Members of the Expert Advisory Panel will commit to:

- Contributing to all relevant scheduled consultations
- Sharing information with other Committee members and the project team
- Making timely decisions and taking action as required
- Notifying members of the Committee and WWDA, as soon as practical, if any matter arises which may be deemed to affect the development of the project.

## **Payment**

Panel members will be paid \$50 p/hour for each consultation they participate in. This amount may either be invoiced to WWDA by a Panel member if they have an ABN or will be provided in the form of a supermarket gift voucher. WWDA is not permitted to pay Committee members in cash.

## **Questions?**

For more information, please contact the Project Manager, Saphia Grant, at [LEAD@wwda.org.au](mailto:LEAD@wwda.org.au)

