



## POSITION DESCRIPTION

### Project Officer – Our Site project (Full time/ Part-time)

#### POSITION DETAILS

Position title:	Project Officer, Our Site
Award:	<a href="#">SCHADS</a>
Tenure:	This position is for a fixed term from date of appointment to 30 June 2024. <sup>1</sup>
Salary:	\$42.00 per hour [\$82,992.00] per annum <sup>2</sup> + superannuation and access to attractive NFP salary packaging.
Location:	Remotely and in line with WWDA's Working from Home Policy.
Reports to:	Project Director

#### ABOUT US

[Women With Disabilities Australia \(WWDA\)](#) is the national Disabled People's Organisation (DPO) for women, girls, feminine identifying and non-binary people with disability in Australia. As a DPO, WWDA is run by and for women, girls, feminine identifying and nonbinary people with disability. WWDA uses the term 'women and girls with disability' (WGWD) on the understanding that this term is inclusive and supportive of, women and girls with disability along with feminine identifying and non-binary people with disability in Australia. WWDA represents more than 2 million women and girls with disability in Australia, has affiliate organisations and networks of women with disability in most States and Territories, and is recognised nationally and internationally for our leadership in advancing the rights and freedoms of all women and girls with disability. Our organisation operates as a transnational human rights organisation - meaning that our work, and the impact of our work, extends much further than Australia. WWDA's work is grounded in a human-rights based framework which links gender and disability issues to a full range of civil, political, economic, social and cultural rights. Therefore, it is vital that the Content Development Officer understands and practices intersectional feminism, understands the human rights

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<sup>1</sup> Subject to satisfactory probationary period (prior to 6 months, as per Employment Contract). All WWDA employees are employed for an initial period of 3 months, and ongoing employment after 3 months is subject to a satisfactory Performance Appraisal.

<sup>2</sup> Fringe benefits are available to WWDA employees while WWDA retains the status of a Fringe Benefits Tax (FBT) rebatable employer.

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model of disability, and strives to ensure that WWDA's work reflects the voices, rights and views of a diverse range of WGWD in Australia. It is critical that all WWDA employees, regardless of their position, recognise and understand that WWDA is a membership-based organisation, and that our work is based on principles of co-design and consultation with our members.

## **POSITION BACKGROUND**

Between 2018 and 2020, WWDA developed a Virtual Centre for Women and Girls with Disability to address the severe lack of targeted resources available in formats that are inclusive and accessible and targeted towards our community.

The Virtual Centre, now called Our Site, was developed in co-design with women and girls with disability across Australia and provided information and resources across five key areas:

1. Human Rights
2. Decision-making and agency
3. Leadership and participation
4. The sexual and reproductive health and rights
5. The prevention of all forms of violence.

In 2022, WWDA received additional funds from the Department of Social Services (DSS) to expand and update Our Site to:

- Create a new, expanded section of the Our Site website that provides information and support tailored to individuals working with women with disability (informal and formal care) around sex, relationship education, abuse, and violence against women with disability.
- Improve accessibility of web-based resources for women and girls with disability (including intellectual disability), their families, support staff, educators, frontline workers, and practitioners.
- Update the existing Our Site website ([www.oursite.wwda.org.au](http://www.oursite.wwda.org.au)) to create a more accessible website that complies with Web Content Accessibility Guidelines (WCAG) for women with disability, including women with intellectual disability.
- WWDA to work in partnership with relevant stakeholders to develop additional resources for women with disability (including intellectual disability) and for those who support them (i.e., parents, guardians, support workers, etc.) around topics such as sex, relationship education, abuse, and violence against women with disability.
- Incorporate a range of feedback and user testing of the Our Site website and resources by women with disability (including intellectual disability) so they can navigate the resources with ease - sometimes with assistance from those who support them.

## **POSITION CONTEXT**

The Project Officer, Our Site is responsible for working with the Project Director, Our Site, the Gender Based Violence Practice Manager, Our Site and the Content Development Officer, Our Site, to ensure the smooth running and implementation of the project.

The Project Officer will assist with working in co-design with women and girls with disability to identify gaps in Our Site and developing content to address these. The Project Officer will also undertake a number of other tasks associated with stakeholder engagement and project communications using various platforms, including social media.

## **RESPONSIBILITIES AND DUTIES**

1. Assist with researching, adapting, producing and sourcing excellent and accessible content for Our Site.
2. Participate in and support project committees and advisory groups.
3. Work alongside and provide regular updates to the Project Director.
4. Work in co-design with women with disability to ensure Our Site is relevant and fit for purpose.
5. Assist the Project Director with the coordination of user-testing workshops with different groups of WGwD across Australia to assess the currency and usability of Our Site and identify gaps to be addressed.
6. Assist with meeting reporting obligations, milestones and deadlines, and provide updates to the funding body as required.
7. Coordinate and implement project communications to stakeholders via a variety of methods, including social media.
8. Assist with the development and implementation of a communications plan for the project, which includes a marketing plan and social media strategy.
9. Work alongside and provide regular updates to the Project Director, Our Site.
10. Undertake other duties as required.

## **REQUIRED EXPERIENCE AND QUALIFICATIONS**

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

## **SELECTION CRITERIA**

1. A sound understanding of the key issues facing women and girls with disability in Australia.
2. Experience in content development for a range of audiences, particularly for digital media.
3. Demonstrated experience producing a broad range of accessible content.
4. Experience, knowledge and skills of working with a range of digital and other online media platforms, including social media.
5. Advanced written and oral communication skills for a range of purposes and stakeholders, enabling the development and production of clear, accurate, evidencebased reports, toolkits, surveys, events and communications products.
6. High level of proficiency in written and verbal communications.
7. A high level of initiative, adaptability and flexibility including an ability to deal with pressure, tight timeframes, ambiguity and change. This includes the ability to modify an approach to adapt to new situations exercising judgement in complex decisionmaking.
8. Capacity to work autonomously as well as a member of a small team.

## **DESIRABLE**

- Experience and or qualifications in web design.
- Experience working in co-design with women and girls with disability.
- Easy English or other accessible media qualifications.
- Lived experience of disability.
- An understanding of intersectionality as it applies to women, girls, feminine identifying and non-binary people with disability, and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

WWDA deeply values lived experience. People with disability who come from First Nations communities, diverse ethnic, cultural, linguistic and religious communities or the LGBTIQ+ community are strongly encouraged to apply.

## **OHS ADVICE FOR THIS POSITION**

This position may require the following activities to be carried out:

- Carrying and set-up, or supporting the setup of resources, catering, IT, audio-visual and accessibility equipment.

- Occasional overnight travel for project delivery.

Please be assured the above activities are not inherent requirements of the role. WWDA will make adjustments and redistribute the above activities should they pose any barrier for the successful candidate. Work undertaken on this project may bring the PO into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women and girls with disability. WWDA will offer support and supervision.

## **OTHER REQUIREMENTS**

The successful candidate will be required to attain a satisfactory Working with Vulnerable Persons/Children check.

## **HOW TO APPLY**

Please provide a written statement (no more than three A-4 pages) clearly addressing the selection criteria and your current CV/resume and send to:

**Zoe Houstein**

**Project Director:** [zoeh@wwda.org.au](mailto:zoeh@wwda.org.au)

Please use the subject line: **Our Site Project Officer – Application (including your name)**. Only applications sent to the above email address will be accepted.

Applications provided in other formats due to access requirements will be considered. If you would like information on other formats, further information on the role, or require adjustments to the application process, please contact:

**Zoe Houstein**

**Project Director:** [zoeh@wwda.org.au](mailto:zoeh@wwda.org.au)

**0400 101 354**

Applications close 11:59pm 27<sup>th</sup> March 2023.