



Women
With
Disabilities
Australia
(WWDA)

Job Ad

Position: Senior Officer – National Women’s Alliance

Location: Remote

Employment type: Fixed term contract to 30 June 2029

Hours per fortnight: 76 hours per fortnight

- Coordinate and deliver impactful grant-funded initiatives, ensuring compliance, advancing gender equality and amplifying the voices of women and girls with disabilities in decision-making processes.
- Strengthen stakeholder engagement by fostering relationships, aligning collaborations with grant objectives and representing WWDA in external forums.
- Enhance member engagement by developing accessible mechanisms, incorporating diverse perspectives, and keeping members informed about WWDA’s advocacy and policy initiatives.

Are you passionate about advancing the rights of women and girls with disabilities? Join [Women With Disabilities Australia \(WWDA\)](#) as the Senior Officer – National Women’s Alliance and drive meaningful change by coordinating grant-funded initiatives, fostering stakeholder engagement, amplifying diverse voices and contributing to gender equality through strategic advocacy and collaboration.

WWDA serves as the national Disabled People’s Organisation (DPO) and National Women’s Alliance (NWA), advocating for the rights of women, girls, feminine-identifying, and non-binary people with disabilities across Australia. Representing over 2 million women and girls with disabilities, WWDA operates at both national and international levels.

ABOUT THE ROLE

The Senior Officer – National Women’s Alliance will play a key role in coordinating grant-funded initiatives that support WWDA’s work as a National Women’s Alliance. Reporting to the Senior Manager, Policy & Advocacy, this position requires a strategic approach to advancing gender equality in Australia, ensuring the voices and priorities of women and girls with disabilities are central to policy making and government decision-making processes.

This is a remote role in accordance with WWDA's Working from Home Policy. The successful candidate will need to demonstrate initiative, sound judgment, and strong stakeholder engagement skills while maintaining alignment with WWDA’s strategic goals through collaboration with the Senior Manager, Policy & Advocacy and relevant team members as required.

KEY RESPONSIBILITIES

- Coordinate the planning, implementation and monitoring of grant-funded initiatives, ensuring compliance with requirements and timelines.
- Act as a contact for stakeholders, providing updates on deliverables and expectations.
- Develop accessible mechanisms to engage members in grant activities, ensuring their voices shape advocacy and policy advice.
- Keep members informed about WWDA's policy and advocacy work through clear updates and content.
- Build and maintain relationships with stakeholders and represent WWDA at external meetings and networks.
- Collaborate with partner organisations to align contributions with grant objectives and address challenges.
- Work with internal teams to allocate resources, engage staff and provide updates to leadership on grant progress.
- Assist with preparing detailed reports and evaluation on grant metrics, milestones and financials, ensuring compliance with funding guidelines.
- Identify risks and challenges, developing strategies to mitigate them and address issues promptly.
- Contribute to aligning grant activities with organisational strategies and improving systems for managing projects.

SELECTION CRITERIA

Required Experience and Qualifications:

- Tertiary qualifications in a relevant field and/or experience in a similar role
- Strong knowledge of the disability and gender issues in Australia.
- Excellent written and verbal communication skills, with the ability to engage diverse audiences.
- Demonstrated ability to work collaboratively within a team and across departments.

Desirable: Experience in member engagement.

We encourage applications from individuals with lived experience, as well as women, feminine-identifying and non-binary candidates. We value diversity and are committed to fostering an inclusive environment that reflects the voices and experiences of all members of our community.

Other Requirements: The successful candidate must obtain a National Police check. A Working with Vulnerable Persons/Children check is encouraged, and they may undergo a Job Access assessment (Employee Assistance Fund) in line with WWDA's Working from Home Policy and OHS obligation.

ADDITIONAL DETAILS

Remuneration: Salary commensurate with relevant experience and aligned with the budget for this position. Salary packaging also available.

To Apply: Submit a cover letter and to hr@wwda.org.au.

We operate with an ongoing recruitment process, reviewing applications as they are received. While there are no set closing dates for applications, the decision to close the application process is at our discretion. We encourage you to apply promptly to avoid missing out on this opportunity.

For further information, contact Lauren on 0478 545 449. Only successful applicants will be contacted.