1. **POSITION**

CoRE Project Support Worker

1. **RESPONSIBLE TO**

Manager, Strategy and Programs

1. **LOCATION**

Ballarat

1. **AWARD**

This position is located within Level 4 of the SCHADS Award, pay point dependent on skills and experience. In addition, employer superannuation guarantee and salary packaging as per WHG policies will apply, including an additional 2% employer superannuation contribution. Annual leave variations can be purchased up to a total of 8 weeks annual leave per year [48/52]. Generous professional development opportunities are available.

1. **TRAVEL**

A vehicle is available for any work-related travel

1. **HOURS**

22.8 hours per week (0.6 EFT)

1. **TERM OF EMPLOYMENT**

This is a fixed term contract, for 12 months from the date of commencement and includes a 3-month probationary period.

1. **PERFORMANCE REVIEW**

All staff participate in Staff Performance Appraisal and Development as per the WHG policy.

A satisfactory Criminal Record check is required.

1. **WHG AND CoRE BACKGROUND**

Women’s Health Grampians (WHG) is one of nine regional and three statewide women’s health services funded by the Department of Human Services. With an office located in Ballarat, WHG is a community-based women’s health organisation providing integrated health promotion to improve the health and well-being of women in the Grampians region. Working within a feminist framework, WHG focuses at the population level and work to achieve healthy public policy, particularly relating to prevention of violence against women, gender equality and sexual and reproductive health through improved service provision for women.

Communities of Respect and Equality (CoRE) is an Alliance of organisations, businesses, clubs and groups that share a vision for safe, equal and respectful communities. Members of CoRE commit to a Strategy to Prevent Violence Against Women and their Children which guides collective action to promote gender equality and counter discrimination, sexism and gender inequality. Since launching in 2016, CoRE has grown to a membership of over 120 and the second phase of the Plan is about to be launched. More information can be found [here](https://whg.org.au/our-work/prevention-violence-women/core/).

1. **SUMMARY OF RESPONSIBILITIES**

This role will support Women’s Health Grampians’ Team to effectively achieve the aims and objectives of the Communities of Respect and Equality (CoRE) Strategy. The position will also include generalist administration support as required.

* 1. **CoRE Resources and Development**

In consultation with Regional Consultants, maintain existing CoRE resources and support the team in development of new resources.

Engage in identifying and preparing funding submissions to support the progress of CoRE.

* 1. **CoRE Comms, Events and Media**

Support Regional Consultantsin supporting their members through the CoRE Communications network and events. Support development of media opportunities in consultation with management as opportunities arise

Engage with following opportunities to ensure CoRE is well promoted:

* Social media promotion
* Membership of WHG Comms Working Group
* Website content updating
  1. **CoRE Leadership Group**

Support quarterly CoRE Leadership Group meetings through:

* Maintaining membership records
* Scheduling/Agenda
* Recording and distributing Minutes
* Organising Venue/Catering or Zoom arrangements
  1. **CoRE Members and Database**

Process new CoRE memberships according to agreed procedures.

Establish a new database to record all CoRE member details and activity progress and maintain database ongoing.

* 1. **CoRE Training**

Support the WHG Training Lead Consultant and other team members in planning and organizing training for CoRE members including Communities of Practice and Gender Equality Act training:

* Arrange dates speakers, venues, catering, promotion, registration, information kits
* Book external trainers as required
* Collate evaluation feedback into spreadsheet
* Assist with training content updates, version control and updating packs or USBs
  1. **External Trainers**

In conjunction with the WHG Training Lead Consultant, maintain contact list details for external trainers, record availability and monitor and collate feedback. Provide admin support in recruitment and professional development sessions for trainers.

* Monitor professional development
* Schedule and co-facilitate debriefing sessions
  1. **General Administration Duties**

Undertake general administration duties as required including:

* Reception/phones
* Staff administrative support
* Maintain office consumables
* IT Support
* Meeting minutes
* Manage correspondence incoming and outgoing via website email and hard copy.
* Contribute to a positive workplace culture with a focus on collaboration and teamwork
* Other duties as requested by the CEO

1. **RESPONSIBILTIES OF ALL STAFF**

* Respect and adhere to the values of WHG
* Participate in Staff Performance Appraisal and Development including setting of performance measures, skills development plan and performance appraisal feedback system
* Participate in WHG’s Strategic Planning process
* Participation in WHG’s Communication Strategy
* Support and promote the work of WHG and advocate for women’s health in general in the community
* Contribute to the overall life of WHG, attending internal meetings and planning sessions as required
* Adherence to all WHG policies and procedures

1. **KEY SELECTION CRITERIA**

The successful candidate for this position will ideally demonstrate:

* A high level of competence in administration, including minute taking and office procedures
* High level of ability in using a range of computer software including Word, Excel, Powerpoint, and Adobe
* Strong skills and experience in database use, including data entry and updating
* Skills in using online conference/training platforms e.g. Zoom and Microsoft Teams
* Skills and experience in event planning and co-ordination
* Excellent communication and interpersonal skills
* A strong team player

1. **FURTHER INFORMATION**

For further information: contact Marianne Hendron, CEO on 0429 265 724 or email: [marianne@whg.org.au](mailto:marianne@whg.org.au).

Visit the WHG website at [www.whg.org.au](http://www.whg.org.au)

1. **APPLICATION**

Forward your application and completed selection criteria to [marianne@whg.org.au](mailto:marianne@whg.org.au)

**Applications close 5pm Wednesday 21 July 2021**

*VCAT Exemption No. H298/2017 (subject to Equal Opportunity Act 2010)*

***Women’s Health Grampians is committed to achieving a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islander women, migrant and refugee women, LGBTIQA+ women and women with disabilities. We endeavour to ensure a culturally safe workplace.***