# Position description

## Organisational Development Officer

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Position Organisational Development Officer, Part Time 12 hours p/w.

Purpose To develop policies and resources to support WWDACT’s sustainability as an organisation.

Reports to WWDACT Chief Executive Officer (CEO)

Based Level 1, 28 University Avenue Canberra City ACT 2601

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### The Organisation

Women\* With Disabilities ACT (WWDACT). WWDACT is a systemic advocacy and peer support organisation for women and girls with disabilities in the ACT and region. WWDACT follows a human rights philosophy, based on the Convention on the Rights of Persons with Disabilities (CRPD) and the Convention on the Elimination of Discrimination against Women (CEDAW). WWDACT is a Disabled People’s Organisation (DPO), governed by women with disabilities, and its proposals and recommendations to government are consistent with Article 4(3), and Article 29 of CRPD.

### The Position

The Organisational Development Officer will address the internal policy needs of WWDACT to ensure sustainability of the organisation into the future. Responsibilities will include assessing the current policy needs, writing internal policies and procedures, redeveloping the membership and representatives' processes and developing a board induction kit with training. The Officer will also support the CEO to deliver a members’ space on the WWDACT website.

The Officer will work independently with guidance from the WWDACT CEO. This is an NDIS ILC project position funded until May 31st 2020.

### The Duties

1. Assess the needs of the organisation and develop policies for human resources, communications and engagement.
2. Develop a membership kit and board induction kit.
3. Develop a representatives program and policies in consultation with the Community Engagement Officer.
4. Overseeing the creation of Easy English versions of governance and membership documents.
5. Organising training for WWDACT board members in IT use, media and other topics as identified.
6. Support the CEO in development of a members’ space on the WWDACT website.
7. Support reporting to the NDIS on project progress.

### Selection Criteria

1. **Qualifications** in Community Development, Community Services, Business, Project Management or similar are highly desired.
2. **Skills** in policy writing, skills in web management or development will be favourably considered.
3. **Communications** Ability to communicate with internal and external stakeholders to understand organisational needs.
4. **Ability** To use modern office software. Ability to deliver projects within set budgets and acquit against grant requirements.
5. **Initiative** to solve problems in a varied work environment.

Please contact the WWDACT CEO via [ceo@wwdact.org.au](mailto:ceo@wwdact.org.au) or 0468 324 695 for more information.