**COVID-19 Systemic Response**

**Project Officer**

# Position description

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Position COVID-19 Project Officer, Part Time, 12 hours per week. SCHCADS Level 4.1 ($35.02 p/h)

Purpose To research and develop information on and submissions to the Disability Royal Commission so as to assist women with disabilities to have equitable engagement in proceedings.

Reports to WWDACT Chief Executive Officer (CEO)

Based Working from Home

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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 Project Officer will gather feedback from the community and produce communications to support WWDACT’s advocacy activities during COVID-19. The Officer will research and obtain feedback from women with disabilities in the ACT and Region about issues identified in the government and community sector response to COVID-19. This is a Systemic Advocacy position.

The Officer will work independently with guidance from the WWDACT CEO. This role requires working from home, using either video conferencing or teleconferencing. This project is funded through the Disability Advocacy Network of Australia (DANA) with funds from the Department of Social Services.

This is a short-term contract until the end of June 2020.

### **The Duties**

1. Develop communications on COVID-19, government and service responses for women with disabilities in the ACT and region (WWDACT constituents) to improve their understanding and wellbeing.
2. Engage with WWDACT constituents to get feedback on service responses to COVID-19 and analyse feedback
3. Research issues related to the COVID-19 response and write WWDACT submissions to government.
4. Support the CEO to advocate to services and government on the COVID-19 response
5. Other duties as required.

### **Selection Criteria**

1. **Qualifications** in Community Development, Community Services, Communications & Media. or similar are highly desired.
2. **Skills** in communications and media, information analysis, survey development and community engagement are essential. Some experience with research and investigation would be an advantage.
3. **Communications** Ability to communicate with internal and external stakeholders to both collect and disseminate information.
4. **Ability** To use modern cloud-based office software. Ability to deliver projects within set budgets and acquit against grant requirements.
5. **Initiative** to solve problems in a varied work environment and to meet project deadlines with minimal supervision.

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