# Position description

## Project Officer, Parenting Groups

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Position Project Officer, 6 hours a week (0.2 FTE), SCHCADS 4.1, part-time to Jun 30 2021.

Purpose To develop and facilitate peer supports session for mothers and mothers to be with disabilities.

Reports to WWDACT Chief Executive Officer (CEO)

Based Level 2, 71 Northbourne Avenue, Canberra City ACT 2601 (flexible work available)

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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

WWDACT is looking for a Project Officer to run a peer support group for mothers and mothers to be with disabilities. This group will support each other to navigate barriers to parenthood as women\* with disabilities. The project officer will find participants for the program, connect with community services who can support them (including the NDIS) and create resources for parents with disabilities in the ACT. The support group will be multi-modal, including in-person meet-ups, a Facebook group and group video chats.

### The Duties

1. Run a series of peer support groups for mothers and mothers to be with disabilities in the ACT.
2. Generate factsheets on self-advocacy and disability-competent support for parents.
3. Build relationships with services to support parents with disabilities.
4. Co-ordinate venues and access requirements.
5. Gather perspectives from participants to inform WWDACT’s policy positions and advocacy.
6. Carry out evaluation of the project and support reporting back to funders.

### Selection Criteria

1. **Experience** in running community engagement events or other activities. Experience of having a baby and parenting with disability is desirable.
2. **Knowledge** of maternity services, the health system and/or disability services in the ACT.
3. **Ability** to use modern office software. Ability to deliver projects within set budgets and acquit against grant requirements.
4. **Qualifications** in community services, disability support or group facilitation will be considered favourably.
5. **Communication** Excellent ability to communicate with people with disabilities and from diverse backgrounds. Experience facilitating workshops and discussions, particularly peer-support programs.

A Working with Vulnerable People Card is required for this role.

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