

POSITION DESCRIPTION

Title	Regional and Equity Programs Coordinator
Team	Counterpart
Work location	Based at Level 2, 210 Lonsdale St. Melbourne
Employment type	On-going, 0.4EFT
Classification	WHV Enterprise Agreement 2018 Level 3 Classification
Salary	\$98,108 per annum (pro rata)
Position reports to	Counterpart Manager
Date Approved	14 March 2024

1. Organisational environment

Women's Health Victoria (WHV) is a statewide, feminist, non-profit organisation working with government, the health sector and the community to improve health outcomes for women (cis and trans inclusive) and gender diverse people. We advocate for healthcare rights and access, deliver health promotion resources, and operate vital information and support services, so that all Victorians have the opportunity to access optimal health and wellbeing, free from bias and discrimination.

WHV's organisational structure comprises five portfolio areas that all contribute to achieving the goals and priorities set out in the WHV Strategic Plan 2023-2028. This includes the Counterpart peer support service for women with cancer; Policy, Health Promotion and Capacity Building Unit; 1800 My Options phone line and information service; Business Services; and Brand, Marketing and Communications.

Our board members, staff and volunteers work to a values-based code of conduct, which sets expectations about our leadership and integrity; our belief in empowerment of others; our belief in equality of opportunities and rights; and our feminist commitment to women's equality and to challenge gender norms, practices, and structures.

About Counterpart

Counterpart is a state-wide Victorian Government funded service providing information and support services to women (cis and trans inclusive) and gender diverse people living with cancer. We are a community-based, supportive care service that has been supporting women living cancer for over 20 years. Our services are free and complement the medical system and other cancer support services by addressing practical and emotional issues.

We aim to connect, support and inform women with cancer to live well and recognise that a diagnosis of cancer must be seen in the broader context of a person's life. We do this through providing peer support, online and in-person events and activities, and reliable information. These services and activities can be accessed through our Melbourne-based Resource Centre, some Melbourne-based hospitals, online, via the phone, and across regional Victoria.

Counterpart works collaboratively with hospitals, allied health, community services and consumer groups within the cancer sector, including the Counterpart Advisory Group.

The Counterpart team includes 12 staff, who work alongside over 40 highly trained and professional Peer Support Volunteers who have personally experienced cancer and are central to our service.

More information can be accessed at www.counterpart.org.au

2. Position overview

The Regional and Equity Programs Coordinator will work with regional cancer support services and cancer wellbeing centres, the local community, and other Counterpart staff and volunteers to establish peer support in regional Victoria to meet the needs of women living with cancer. This role will also work closely with Aboriginal and Torres Strait Islander services, LGBTQIA+ cancer support services, other services and organisations, to develop partnerships and identify how we can work to provide a welcoming, relevant, and safe service to better support underserved communities. They will undertake evidence informed health promotion and other project work to support the service to achieve its objectives. This role requires travel to various locations across regional Victoria and some overnight stays in these locations.

3. Position objectives

- 3.1 In consultation with staff, regional cancer services and organisation's, and the local community, develop a plan to establish a regional peer support program with a new regional hub established each year for Victorian women living with cancer.
- 3.2 Coordinate and deliver a regional peer support program with a new regional hub established each year in a different location across regional Victoria.
- 3.3 Develop relationships with regional cancer services, cancer-specific organisations, Aboriginal and Torres Strait Islander services, and LGBTQIA+ support services to support Counterpart to provide a more welcoming, relevant, and safe service to better support underserved communities.

4. Key responsibilities

- 4.1 **In consultation with staff, regional cancer services and organisations, and the local community, develop a plan to establish a regional peer support program with a new regional hub established each year for Victorian women living with cancer.**
 - 4.1.1 Develop a 3-year project plan to deliver a regional peer support program with a new regional hub established each year in a different location across regional Victoria.
 - 4.1.2 Develop a detailed annual plan for the location, consultation process, implementation, evaluation, and ongoing support of the regional peer support program each year as part of the broader Counterpart planning process.
- 4.2 **Coordinate and deliver a regional peer support program with a new regional hub established each year in a different location across regional Victoria.**
 - 4.2.1 Partner and work with local cancer services and organisations, the local community, and Counterpart staff and volunteers to ensure each regional peer support hub is tailored to suit the needs of local women with cancer.
 - 4.2.2 Liaise with the Volunteer Coordinator to support local trained Peer Support Volunteers to coordinate the regional peer support hubs.
 - 4.2.3 Work with the communications staff at Counterpart and the partnering organisations to promote the peer support program through local media, social media, noticeboards, and other channels.
 - 4.2.4 Collect regular feedback from the peer support program service users and the partners we worked with to evaluate each hub. Use this feedback to plan the establishment of peer support hubs in other locations.
 - 4.2.5 Keep accurate records of the details of the service users, partners and health professionals engaged with through the program development and implementation of each hub.
- 4.3 **Develop relationships with regional cancer services, cancer-specific organisations, Aboriginal and Torres Strait Islander services, and LGBTQIA+ support services to support Counterpart to provide a welcoming, relevant, and safe service to better support underserved communities.**

- 4.3.1 Work with community-led and state-based services to continue to make our Counterpart service more accessible and appropriate for all women (cis and trans inclusive) and gender diverse people.
- 4.3.2 Using our WHV Reconciliation Action Plan, work with local Aboriginal and Torres Strait Islander services to identify how we can work to make our service culturally welcoming, relevant and a safe service local Aboriginal and Torres Strait Islander women and the services that support them.
- 4.4 **Responsibilities carried out by all staff**
 - 4.4.1 Promote WHV and its programs.
 - 4.4.2 Problem solve day to day issues as they arise.
 - 4.4.3 Participate in WHV strategic and operational planning processes as appropriate.
 - 4.4.4 Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others.
 - 4.4.5 Participate in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.
 - 4.4.6 Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility.
 - 4.4.7 Undertake other duties as directed.
 - 4.4.8 Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes.
 - 4.4.9 Work within the organisational policies, procedures, and Enterprise Agreement.
 - 4.4.10 Support and be accountable for maintenance of a safe working environment.
 - 4.4.11 Actively contribute to the organisational culture by modelling the code of conduct and values and participating in activities to strengthen cultural diversity and inclusion including the Reconciliation Action Plan (RAP) and our commitment to gender diversity and inclusion.

5. Organisational relationships

5.1 Internal

- 5.1.1 Works closely with the Manager Counterpart, Wellbeing Day Coordinator, Counterpart, Team Leader Operations/Volunteer Coordinator, and other members of the Counterpart team.
- 5.1.2 Works closely with Counterpart volunteers.
- 5.1.3 Contribute to the culture of decision-making processes incorporating co-operation, collaboration and shared accountability with other staff.

5.2 External

- 5.2.1 Service users which includes women (cis and trans inclusive) and gender diverse people with cancer, carers, family members and friends.
- 5.2.2 Cancer support services, cancer wellbeing centres, Victorian Integrated Cancer Services, cancer nurses and other acute sector cancer providers particularly in rural and regional Victoria.
- 5.2.3 Health and community sector services across Victoria, including Aboriginal and Torres Strait Islander and LGBTQIA+ services.
- 5.2.4 Cancer support groups.
- 5.2.5 Active contribution to maintaining and furthering the good reputation of WHV.

6. Accountability

Accountable for delivering the position objectives and the position performance measures as agreed annually.

7. Extent of authority

- 7.1 Within the scope of the position, engage and/or supervise support staff and /or volunteers/students as required from time to time.
- 7.2 Expenditure within agreed budget.

8. Salary

This is a part-time (0.4EFT), Level 3 position, with a salary of \$98,108 per annum pro rata.

WHV Enterprise Agreement 2018 conditions and salary apply. In addition, employer superannuation guarantee and access to salary packaging (conditions may apply).

9. WHV Enterprise Agreement

For more information about WHV employment classification structure and competencies please go to Appendices Appendix A - Classification Structure:

- 1.2.1 Classification definitions (page 79)
- 1.2.2 Classification competencies (page 82)

10. Selection criteria


10.1 Essential

- 10.1.1 A commitment to and understanding of intersectional feminist values and practices, particularly in relation to cancer and the social model of health.
- 10.1.2 Experience in working with diverse communities of people in a service delivery role within a health or community setting.
- 10.1.3 Awareness of issues for women with cancer, principles of self-management and up-to-date understanding of cancer sector principles and philosophies.
- 10.1.4 Experience delivering programs and services in regional Victoria.
- 10.1.5 Experience working with and delivering programs and services with Aboriginal and Torres Strait Islander people, LGTBQIA+ communities, and women from diverse communities.
- 10.1.6 Well developed organisational and time management skills.
- 10.1.7 Well-developed oral and written communication skills.
- 10.1.8 Intermediate level competency in MS Office software, including Word, Excel and PowerPoint and Google platforms.
- 10.1.9 The successful applicant will need to undergo a Working With Children Check and a National Police Check.

10.2 Desirable

- 10.2.1 Tertiary qualifications in Health/Social Science or equivalent and/or 4 years of experience in a similar role.
- 10.2.2 Experience working with volunteers.
- 10.2.3 A current Victorian Drivers Licence.

Approved:

A handwritten signature in black ink, appearing to read "Claire V. Mungo". The signature is fluid and cursive, with a large initial 'C' and 'V'.

Acting Chief Executive Officer

Date: 14 March 2024
