

Position Description

Title	Wellbeing Day Coordinator
Team	Counterpart
Work location	Based at Level 2, 210 Lonsdale St. Melbourne
Employment type	On-going, 0.6EFT
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 Wellbeing Day Coordinator will coordinate and deliver 10 wellbeing days across regional Victoria a year to meet the needs of women in regional Victoria living with cancer. They will work closely with local, and other, services and organisations, along with other Counterpart staff and volunteers, to develop partnerships, support underserved communities, and 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 and regional cancer services and organisations, develop a plan to deliver 10 wellbeing days a year across regional Victoria for women living with cancer.
- 3.2 Develop relationships with regional cancer services, cancer-specific organisations, Aboriginal and Torres Strait Islander services, and LGTBQIA+ cancer support services to support the delivery of inclusive wellbeing days that meet the needs of women in regional Victoria living with cancer.
- 3.3 Coordinate and deliver 10 regional wellbeing days a year across regional Victoria.

4. Key responsibilities

- 4.1 **In consultation with staff and regional cancer services and organisations, develop a plan to deliver 10 wellbeing days a year across regional Victoria for women living with cancer.**
 - 4.1.1 Develop a 3-year project plan to deliver 10 wellbeing days a year across regional Victoria.
 - 4.1.2 Develop a detailed annual plan for the location and timing of the wellbeing days each year as part of the broader Counterpart planning process.
 - 4.1.3 Ensure the locations of the wellbeing days are focused on reaching Victorian women who are underserved due to their location, with the specific locations being guided by discussions with the local services.
- 4.2 **Develop relationships with regional cancer services, cancer-specific organisations, Aboriginal and Torres Strait Islander services, and LGTBQIA+ cancer support services to support the delivery of inclusive wellbeing days that meet the needs of women in regional Victoria living with cancer.**
 - 4.2.1 Working with community-led and state-based services to continue to make our wellbeing days more welcoming and appropriate for all women (cis and trans inclusive) and gender diverse people.
 - 4.2.2 Working with local Aboriginal and Torres Strait Islander services to identify how we can work to make our events culturally welcoming, relevant and a safe service local Aboriginal and Torres Strait Islander women and the services that support them.
 - 4.2.3 Partner with the local cancer services, especially cancer wellbeing centres, and working with the local Integrated Cancer Services to ensure that their knowledge of the needs of local women are incorporated into these days.
- 4.3 **Coordinate and deliver 10 regional wellbeing days a year across regional Victoria.**
 - 4.3.1 Partner and work with local services to ensure each Wellbeing Day is tailored to suit the needs of local women with cancer and uses local speakers and presenters where possible.
 - 4.3.2 Liaise with presenters to provide sessions at each wellbeing day.
 - 4.3.3 Coordinate the venue and catering for each event.
 - 4.3.4 Provide opportunities for women attending the events to access quality information and support, and connect with Counterpart, other local cancer services, and organisations supporting specific cancer streams by engaging other cancer support services to participate

in the wellbeing days by attending and having a display or providing resources for us to take to display.

- 4.3.5 Work with the communications staff at Counterpart and the partnering organisations to promote the event through local media, social media, noticeboards, and other channels.
- 4.3.6 Coordinate the event on the day, or brief and support other Counterpart staff who are coordinating the event on the day.
- 4.3.7 Liaise with the Volunteer Coordinator to support volunteers to attend the event, including travel to the location.
- 4.3.8 Collect feedback from the event attendees and the partners we worked with to evaluate each wellbeing day. Use this feedback to plan future events.
- 4.3.9 Prepare a short report after each wellbeing day and keep accurate records of the details of the event planning and each event.

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, Regional & Equity Programs Coordinator, Communications Coordinator, 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 Presenters, suppliers and vendors for the wellbeing days.
- 5.2.6 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 (0.6EFT), 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 coordinating events and well developed organisational and time management skills.
- 10.1.5 Well-developed oral and written communication skills.
- 10.1.6 Intermediate level competency in MS Office software, including Word, Excel and PowerPoint and Google platforms.
- 10.1.7 A current Victorian Drivers Licence.
- 10.1.8 The successful applicant will need to undergo a Working With Children Check and a National Police Check.

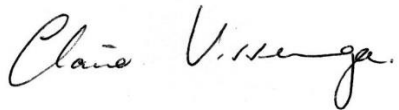
10.2 **Desirable**

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 delivering programs and services in regional Victoria.

10.2.3 Experience delivering programs and services with Aboriginal and Torres Strait Islander people, LGTBQIA+ communities, and women from diverse communities.

Approved:



Acting Chief Executive Officer

Date: 14 March 2024
