

POSITION DESCRIPTION

Position Title:	Gender Equity Coalition Project Worker
Award:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022.
Classification:	Social and Community Services Employee Level 5 Pay Point 4
Site:	This position is primarily based at our Central site, however may be required to work from any BCHS site or outreach location as negotiated.
Hours per fortnight:	38 hours per fortnight (0.5 FTE)
Tenure:	Fixed Term (12 months)
Position description developed:	July 2025
Responsible to:	BCHS Executive Leader Partnerships and Integration Greater Bendigo Coalition for Gender Equity

ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

VISION

Better health and wellbeing across generations.

PURPOSE

Supporting you and your family to live healthy lives.

VALUES

Lived and Living Experience: We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

Equity: We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

People: We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

Partnership: We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

Integrity: We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

TEAM ROLE

The Greater Bendigo Coalition for Gender Equity was formed in 2018. The Coalition represents a diverse cross-section of the community with 32 organisations and groups in the private, public and community sector working together to advance gender equity and prevent violence against women. The Coalition has a broad and extensive reach in Greater Bendigo with member organisations employing over 8,000 staff with direct and regular contact with the community through the delivery of core programs, services and facilities. These organisations, from the local library to the corporate bank, are working together towards a fair and equitable community for us all.

The Coalition members recognise that by working together as a collective unit rather than in isolation, they are able to strengthen their existing efforts and help bring about the societal change required to achieve and sustain gender equality.

City of Greater Bendigo Gender Equality Coalition 2024-5

Our Purpose

To be a vehicle for partnerships and collaborative work that enables public, private and community organisations to advance gender equity in CGB.

Our Vision

Greater Bendigo is a city where all people are respected, safe and gender equal.

Our Priorities

- Align actions with members' capacity.
- Learn through exchange.
- Sharpen our advocacy and leadership for GE.

Strategic Objectives

- To facilitate initiatives to advance gender equity with a focus on specific sectors and settings.
- To build strategic alignment with key stakeholders to generate gender equity advocacy.
- To facilitate peer support for organisations to develop policies and practices which demonstrate commitment to gender equality.
- Collaborate with other partnerships working on parallel issues in the CGB.

We will:

- Be guided by the needs of member organisations for gender equity support.
- Develop innovative partnerships for training, forums, and engagement across the City.
- Focus on 3-4 settings to ensure manageability and success with our resources.
- Measure how well we are doing and report annually to members.
- Work collaboratively and celebrate success.

Outcomes we want to see

- Member organisations (prescribed and non-prescribed) are progressing their policies and programs to advance gender equity.

- Individuals and organisations reporting increased skills and knowledge about how to advance gender equity.
- Leaders across CGB are uniting on advocacy for gender equity around key calendar events.

POSITION ROLE

Support and strengthen the creation of a community where all organisations/groups are prioritising Gender Equity.

POSITION RESPONSIBILITIES

To meet the Coalition core functions. Specific requirements of the Coalition include:

- To support the delivery of the “Strategy on a page”: Greater Bendigo Coalition Gender Equity Strategy and Leadership Statement.
- Facilitate Gender Equity in organisations, institutions, business, community groups, through activities and shared knowledge/resources.
- To facilitate the engagement of current Coalition membership to support change, and to attract more members.
- To support the Coalition more broadly, under the direction of the Leadership and Governance Group, to maximise its impact and functionality as a Coalition.
- To develop and implement a Communications plan, including a plan for community forums and a newsletter.
- To support the establishment and ongoing facilitation of the Coalition for Gender Equity groups- Leadership Governance Group; Community Engagement Executive and Community Engagement Group.
- To explore membership and resourcing models.
- Coordinating and acquitting Coalition resources and ensuring resources are best used to meet priorities.
- Supporting development of cross sector partnerships with a range of other local services.
- Participating in feedback loops regarding emerging trends and themes, including impacts of environmental contexts, and consequences of new or changed policies and programs.
- Prepare clear, concise, and well-organised written reports, documents and oral presentations as required.
- Represent the Coalition as agreed with the Leadership Governance Group.

KEY SELECTION CRITERIA

Essential

1. Demonstrated experience in working in a senior community development role.
2. A sound knowledge of partnership brokering, community development and administrative co-ordination.
3. A qualification in community development or related discipline.
4. Excellent interpersonal skills: sound written and verbal communication skills, as demonstrated by preparation of timely, accurate and well-organised documents and understanding of privacy legislation and confidentiality requirements.
5. Personal commitment to promoting equality, diversity, and human rights.
6. Demonstrated ability in the use of digital tools and platforms to achieve project goals
7. Demonstrated ability to work autonomously.
8. The ability to build and develop positive relationships both within the Coalition and in the broader community.
9. Demonstrated commitment to continuous improvement, learning and innovation.

10. Intermediate to high level skills in Microsoft Office programs.
11. Willingness to comply with BCHS privacy and confidentiality procedures.
12. Ability to work with in the BCHS Code of Conduct and BCHS Culture statement.
13. A current employee Working with Children Check and Driver's Licence.
14. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

Desirable

1. A commitment to gender equity according to the Coalition's shared gender equity framework.
2. Experience in leading fundraising initiatives.
3. Understanding and commitment to cultural competence.
4. Understanding of the Family Violence Royal Commission recommendations.

PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

STAFF REVIEW & DEVELOPMENT (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Relevant KPI's will be set upon appointment and reviewed periodically.
- Demonstrate improvements in business processes that support quality service delivery and financial outcomes.
- Show evidence of positive and productive team and individual management.
- Demonstrate the ability to develop quality partnerships with key internal and external consumers and stakeholders.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with the BCHS privacy and confidentiality procedures.

Communication and Teamwork:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

Administration and Documentation:

Through the use of the BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

DIVERSITY AND CULTURE

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

CHILD SAFETY

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

OTHER ESSENTIAL REQUIREMENTS

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

OTHER INFORMATION

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.

