

## Position Description

Position Title	Health Promotion Officer
Location	Remote, Barwon region.
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and Community Service Employee
Remuneration and entitlements	Level 5 PP1 \$51.00 P/H Superannuation at 12% Access to salary sacrifice Four weeks annual leave (Pro-Rata)
Travel	Some travel is expected throughout the Barwon South West region.
FTE	Full Time Flexible and hybrid work arrangements can be negotiated.
Contract term	12 months, Fixed term
Probationary period	6 months probationary period

## Organisational Relationships

Reports to	Health Promotion Team Leader
Directly supervises	Nil
Internal	CEO, Deputy CEO, IHP Team and Staff
External	Government, women's and other health services, regional partners, and other organisations.

## Organisational Context

Women's Health and Wellbeing Barwon South West Inc is an independent, not-for-profit, intersectional feminist organisation committed to gender equality and best practice health promotion. In short, we endeavor to improve women's lives.

We strive towards an ambitious vision for change where women are healthy, safe and equal. Our health promotion work is built on a foundation of evidence and a commitment to excellence, and we lead change by working with women in the community, shifting public discussion, translating evidence into action and pushing for policy changes in businesses, organisations, and all levels of government. We engage in courageous conversations, knowing that we may face resistance as we strive to make change for women in the community.

### Vision

Women are healthy, safe, and equal.

### Purpose

We improve women's lives through best practice health promotion.

### Values

- We center women in all our work.
- We respect all people and value different perspectives.
- We hold ourselves accountable, are open and transparent.
- We act with integrity and honesty in everything we do.
- We pursue our vision and purpose with courage.

Women's Health and Wellbeing Barwon South West (WHWBSW) values genuine and meaningful inclusion. We recognise the benefit to our work and culture brought by cultivating a workforce that represents the diversity of our community. We support and encourage women and gender diverse people from a variety of experiences and backgrounds to apply for this role, including but not limited to, those living with a disability, Aboriginal and Torres Strait Islander people, people from LGBTQIA+ community, people from migrant and refugee communities. We design and plan our work by turning evidence into action, including the lived experiences of women and marginalised people across our region.

## Diversity and Equal Opportunity Act Exemption

WHWBSW has a Victorian Civil and Administrative Tribunal exemption no: H291/2024 enabling the organisation to:

- Advertise for and employ only women and gender diverse people

WHWBSW defines a woman as an adult person who identifies as a woman regardless of their sex assigned at birth, including cisgender and transgender women. WHWBSW defines gender diverse people as people who identify as non-binary or gender fluid, and/or who do not identify exclusively as one gender.

## Position Summary

The Health Promotion Officer is responsible for contributing to improved health, safety and wellbeing outcomes for women and gender diverse people in the Barwon South West Region. The Health Promotion Officer is versatile and delivers to a work plan that spans strategic organisational priorities.

Using a gendered, intersectional and capacity building approach, the role involves the development, delivery and evaluation of effective and integrated health promotion initiatives and strategies.

An understanding of women and gender diverse people's health and wellbeing needs and the structural factors that cause and maintain health inequities are vital in this role.

Reporting to the Health Promotion Team Leader, the Health Promotion Officer will provide quality, contemporary expertise in translating, implementing and evaluating research, policy and initiatives that progress population improvements in women's health.

## Key Result Areas

### Development and implementation of high-quality health promotion programs

- Support the implementation of WHWBSW's Strategic Plan and Integrated Health Promotion plan.
- Develop, deliver, and evaluate innovative health promotion and community development programs and strategies, applying a gendered, intersectional and capacity building approach.
- Facilitate capacity building initiatives such as community of practice meetings, working groups, network meetings and group training opportunities.
- Working with partners to influence and enable the uptake of intersectional gender analysis and development of evidence-based primary prevention programs and health promotion initiatives.
- Keep abreast of women's health policies, plans, research, and legislative reform to respond to regional needs and provide up to date advice to key stakeholders, policy makers and regional networks, ensuring WHWBSW remains and strengthens its role as a leader in women's health promotion and primary prevention.
- Ensure all work, including the development of resources, reporting, monitoring and evaluation is delivered to a high quality and in a timely manner for the approval of the Health Promotion Team Leader and Deputy CEO.

### Effective partnering and integrated health promotion work

- Actively contribute to the implementation and evaluation of the stakeholder engagement strategy through developing and supporting purposeful and effective partnerships with WHWBSW's key stakeholders.
- Actively support regional partners to build their capacity to respond to the health, safety and wellbeing of women and gender diverse people, especially those who are most marginalised in the community.
- Identify stakeholder knowledge gaps and with support from the Deputy CEO, Health promotion Team Leader and wider health promotion team, develop and facilitate innovative solutions to meet identified needs.

### **Health policy research and advocacy**

- Contribute to and support the development of submissions, reports, articles and conference presentations.
- Contribute to and support the implementation of WHWBSW'S communications plan.
- Support and resource awareness-raising campaigns such as 16 Days of Activism, Women's Health Week, and International Women's Day.

### **Collaboration and teamwork**

- Role model the desired culture, consistent with WHWBSW's vision and values, including the modelling of a practical, proactive and positive approach to health, safety, diversity, inclusion and wellbeing.
- Actively participate as a member of the WHWBSW team and work collaboratively to achieve team and organisational goals.
- Undertake other tasks as required to support the team, within the scope of the role and as reasonably directed by the Team Leader.
- Work collaboratively with the team and key stakeholders to ensure engagement and alignment with WHWBSW's strategic objectives and priorities.
- Build and support positive working relationships and effective communication with the team and key stakeholders.
- Contribute to a robust learning culture.

### **Key Selection Criteria**

Demonstrated commitment to the vision and values of WHWBSW, including an understanding of and commitment to intersectional feminism and its relation to inequitable health, safety and wellbeing outcomes.

Knowledge and experience in health promotion, evidence-informed program development and evaluation, including skills and experience in adopting a strategic, evidence-informed, and regional approach to community development and social change.

Demonstrated experience in developing and maintaining purposeful relationships with a wide range of stakeholders.

Demonstrated capacity to create and deliver engaging research and evidence-informed content, resources and practical tools that meet project objectives and participant expectations.

Demonstrated high level interpersonal, verbal and written communication skills.

Capacity to use initiative, be flexible and adaptive, reflect on practice and consistently plan and deliver work on time, to a high standard.

### **Highly Desirable**

- Experience in training delivery, group facilitation and public presentations.
- Experience working in diverse contexts with diverse stakeholders and partners.
- Experience working with community members and groups to deliver successful programs.

- Experience in conducting gender impact assessments and an understanding of the Gender Equality Act.

### **Qualifications**

- Tertiary qualification in health promotion, social work, public health, gender studies, community development or related disciplines or proven relevant work experience in health promotion and/or community development.

### **Other requirements**

- Satisfactory Police Check.
- Proof of right to live and work in Australia.
- Working with Children Check

### **Optional**

- A current driver's license is desirable.

### **Application Details**

Applicants are requested to submit a detailed cover letter addressing each of the key selection criteria, outlining their suitability for the position, along with a current resume.

Please submit your applications via email to Jacinta Lenehan, [jlenehan@womenshealthbsw.org.au](mailto:jlenehan@womenshealthbsw.org.au), by December 14<sup>th</sup>, 2025.

### **Enquiries**

For any confidential enquiries, please contact Jacinta Lenehan on 0499 208 966