

	<p>372 Spencer Street West Melbourne VIC 3003 ABN: 98 957 157 895 Reg No A122</p> <p><a href="http://www.wire.org.au">www.wire.org.au</a></p>
<b>Position Title:</b>	Project Lead – Money Mindset
<b>Incumbent:</b>	Vacant
<b>Accountable to:</b>	Board of Governance through the Chief Executive Officer
<b>Reports to:</b>	Projects Team Coordinator
<b>Area:</b>	Community
<b>Supervisory Responsibilities:</b>	Nil but will be supporting workers to provide program in other services
<b>Employment conditions:</b>	<p>Fixed Term Contract to 31<sup>st</sup> July 2024</p> <p>SCHADS Level 6 Pay Point in accordance with experience (\$49.07-51.24/hr currently)</p> <p>Conditions in accordance with the WIRE Women’s Information Workplace Agreement 2016 or its successor</p> <p>Superannuation at current legislated level, salary packaging available, above award personal leave, family violence leave and access to WIRE’s employee assistance program.</p>
<b>Hours of Work:</b>	<p>Part time 0.6 EFT (22.5 hours)</p> <p>Blended locations: office, home and training at other sites. Some travel outside usual work hours may be required</p> <p>Family friendly, flexible work practices are supported. Job sharing may be considered. Applicants interested in job sharing should mention this in their application.</p>
<b>Version Number:</b>	3
<b>Version updates</b>	Date: January & May 2022, January 2023
<b>Approved by:</b>	Name: Elena Ashley
	Position: Manager - Operations



## Purpose of Role

To develop and deliver a money education program 'Money Mindset' by working with selected multicultural and faith-based organisations to support the delivery of information training sessions that builds the financial capability for all women, gender diverse and non-binary people from multicultural backgrounds.

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The backbone of the resources for training sessions will be WIRE's SARA (Skilled Aware Resourceful Active: Financial wellbeing) Training resources (see <https://www.wire.org.au/sara-financial-capability-training/>) supplemented by other resources as required. These resources will be adapted by the Project Lead to meet the needs of particular groups of women, gender diverse and nonbinary people.

Taking an organisation to organisation approach, the Project Lead will use their own networks and WIRE connections to partner with multicultural and faith-based organisations, support them to deliver the financial capability sessions, provide professional guidance, and financial support to organisations so they can participate.

The Project Lead will use a Train the Trainer model and Co – facilitator model to build capacity within multicultural and faith-based organisations to deliver information to increase financial wellbeing outcomes for women, nonbinary and gender diverse people within multicultural and faith community groups.

## How the role will be supported

This project lead position will be supported by a Projects Team Coordinator and be part of WIRE's Community programs, led by the Manager – Community.

The Project Lead will have access to WIRE's guidance in implementing an intersectional feminist lens available through the Intersectional Action Plan (IAP) recommendations and knowledge sharing from WIRE's projects team with financial capability expertise.

The Project Lead will also undertake an evaluation of the program that will be used by WIRE to advocate for ongoing funding. The project lead will be supported through the evaluation development and implementation by an external organization with expertise in evaluation.

## Project Lead – Money Mindset will:

- Utilise WIRE's existing networks and their own networks to build constructive partnerships with multicultural and faith-based organisations that enable the delivery of the Money Mindset program to women, gender diverse and nonbinary people from target multicultural and faith-based communities.
- Review and action the project plan for the program with Money Mindset deliverables: 12 financial capability training sessions over 18 months to 150 women, gender diverse and non-binary people from multicultural or faith based communities.
- Use an intersectional feminist lens in all aspects of the role and ensure it aligns with WIRE's IAP



- Amplify and centre the voices of women, non-binary and gender diverse people who have experienced marginalisation.
- Drawing on WIRE expertise in building financial capability, modify existing training content so it can be delivered in a variety of different cultural settings
- Using a 'train the trainer' method, coach 3-6 members of target multicultural communities to have the knowledge, skills and confidence to deliver the Money Mindset program in their community.
- Deliver or Co-facilitate training as required
- Implement the evaluation strategy and action it, including write an evaluation report
- Liaise with stakeholders and provide regular project update reports that incorporate an assessment of the program's ability to improve the skills, knowledge and confidence of participants
- Participate in WIRE team meetings and other staff events as required

### About You

The project requires a person with well-developed research, resource development, collaboration and codesign skills. The success of the project also depends on your ability to build trust and collaborative working relationships with grassroots organisations that work with and for Victorian women, gender diverse and non-binary people who experience marginalisation particularly from multicultural and faith-based communities.

To be successful in this role you will demonstrate:

- A commitment to WIRE's vision, values and purpose
- Willingness to learn and work collaboratively
- Skills in taking information and adapting it to ensure it is relevant to your audience
- Group facilitation and training in formal or informal settings
- Being very organised and able to manage a project
- Ability to reflect on the effectiveness of activities and make recommendations for improvement
- Effective verbal and written communication skills, including report writing
- Understanding of the barriers to financial wellbeing faced by women, gender diverse and non-binary people that are from multicultural and faith-based communities in Australia

### Key Selection Criteria

- Knowledge of and personal commitment to gender equity
- Sound knowledge of intersectional principles grounded in lived experience and/or intersectional practice



- Demonstrated experience working collaboratively with or in multicultural organisations & communities
- Experience in creating and /or delivering training that is engaging and relevant to a range of learning styles and people
- Experience of having successfully managed 2-3 previous projects with a demonstrated ability to meet project timelines and budgets and prioritise multiple tasks
- Well-developed computer skills, including experience with Microsoft Office suite
- Well-developed writing skills including reports and training material

**Highly desirable:**

Fluency in a language other than English and / or lived experience of coming from a migrant or refugee background will be well regarded.



WIRE welcomes applications from women, non-binary and gender-diverse people, especially from Aboriginal and Torres Strait Island communities, or who are multilingual or are from culturally diverse communities. WIRE acknowledges the skills and knowledge acquired through lived experience. This could include experiences of marginalisation such as migrancy, racialisation, extended financial insecurity and family violence. We would love to hear from people who can utilise the skills and knowledge they have gained from lived experience for this project.

All employees at WIRE are required to undergo a Police Check and a Working with Children Check to confirm they are fit to work with WIRE service users and program participants. Convictions relating to assault, harassment or violence may indicate an applicant is not suitable to work at WIRE. However, we know that many people are unfairly criminalised, particularly those who have experienced family violence and who are part of marginalised communities. We invite people who have relevant experience to apply for this role and to have a confidential discussion about the circumstances of any conviction which might be considered a barrier to your employment at WIRE.

If you have any questions or would like to discuss the role in more detail, please contact the Manager - Operations, Elena Ashley at email: [eashley@wire.org.au](mailto:eashley@wire.org.au)

**To apply for this role**, please email your current resume and a cover letter that has a short response describing an example of your experience, knowledge or ability about each of the Key Selection Criteria to Katherine Cavanagh at [kcavanagh@wire.org.au](mailto:kcavanagh@wire.org.au).

If there is anything we can do to make this recruitment process more accessible or safe for you due to your lived experience or circumstances, please let us know. You can also record an audio or video response (up to 5 minutes) and send to [kcavanagh@wire.org.au](mailto:kcavanagh@wire.org.au), or arrange a phone call response to the key selection criteria by emailing Katherine to request this option.



## About WIRE

WIRE is the only Victorian state-wide free service that provides information, support and referrals to any Victorian women inclusive of nonbinary and gender-diverse people on any issue.

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**VISION:** a just and inclusive society where all people can thrive.

**VALUES:** WIRE is feminist, inclusive and bold. We strive for social justice, empowerment and integrity.

**PURPOSE:** At WIRE we work with women, non-binary and gender-diverse people to address the issues they identify, assist them to make informed choices in their lives and advocate for structural change to bring about gender equity and social justice.

WIRE has a strong track-record of innovation in research, training and service delivery and addressing the multiple barriers women, non-binary and gender-diverse people experience that contribute to their marginalisation.

WIRE is a committed feminist organisation that provides best-practice gender-informed and non-stigmatising service delivery on any issue, and is an entry point for thousands of people every year.

We provide a Telephone Support Line, email and online, as well as face-to-face support at our Walk-in Centre located in West Melbourne. We also deliver a range of programs and services including job coaching, employment workshops, financial and legal advice clinics, and activities for those experiencing isolation and homelessness.

We undertake projects and provide education and resources to individuals, organisations and the community to build capacity and capability to counter gender bias, discrimination and family violence. This includes training products and programs focused on increasing women's financial capability, addressing family violence, dealing with difficult calls and working more effectively with women.

WIRE has doubled in size over the last few years and with more than 40 volunteers and 30 staff WIRE's work impacts throughout Victoria and changes lives. We are proud of who we are, the service we provide and what we have achieved.

## WIRE VALUES AND PRINCIPLES

[See WIRE's webpage with more information about WIRE our strategic plan and principles of practice](#)

WIRE staff will operate within WIRE's policies and procedures and in accordance with the WIRE Code of Conduct at all times.