



	Level 1, 673 Bourke Street VIC 3000 ABN: 98 957 157 895 Reg No A122 www.wire.org.au
Position Title:	Community Financial Wellbeing Lead
Incumbent:	Vacant new
Accountable to:	Board of Governance through the Chief Executive Officer
Reports to:	Manager - Community
Area:	Community
Supervisory Responsibilities:	Nil
Employment conditions:	Ongoing SCHADS Level 5 Pay Point in accordance with experience (\$49.28-51.51/hr currently) Conditions in accordance with the WIRE Women's Information Workplace Agreement 2016, or its successor. Superannuation at current legislated level, salary packaging available, above award personal leave, family violence leave and access to WIRE's employee assistance program.
Hours of Work:	Part time 0.6 EFT (22.5 hours per week) with possibility of more hours, subject to funding. Blended locations: office, home and delivery at other sites. Some travel outside usual work hours may be required Family friendly, flexible work practices are supported.
Version Number:	2
Version updates	Date: October 2024
Approved by:	Name: Jade Blakkarly
	Position: CEO

Purpose of Role

The Community Financial Wellbeing Lead ensures the successful delivery of WIRE's community and financial wellbeing activities including financial capability workshops and



knowledge sessions for community groups and individuals. The role works in collaboration to identify and pursue community-based partnerships that build WIRE's impact and increase emerging and under-resourced communities' financial wellness. WIRE recognises that financial wellness is a pathway to economic independence and gender equity.

Reporting to the Manager - Community, this role works across WIRE, and especially the Community team to support WIRE to understand and respond to community need and to build financial wellness using a community engagement approach to meet WIRE's operational and strategic goals.

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The Community Financial Wellbeing Lead will:

Utilise their strong skills in financial capability and community engagement, along with their knowledge of the Victorian community sector, and demonstrate an ongoing willingness to learn and respond to emerging needs and issues pertaining to financial wellness for women and gender-diverse people:

- Support the design, delivery and review of WIRE's financial wellness work including the provision of financial capability information sessions, workshops and financial capability projects.
- Seek community connections to further WIRE's impact work.
- Seek opportunities to collaborate across WIRE program areas to share knowledge, access and develop new skills and provide a more integrated approach.
- Work with the Manager Community and across the Community team to identify emerging needs and opportunities to enhance community-based responses and partnerships.
- Model, foster and promote collaborative intersectional feminist practice across WIRE.

About You

To be successful in this role you will demonstrate strong relationship skills and an openness to support WIRE to grow and enhance its success in working to support individuals and communities on financial wellness. You will:

- Have commitment to WIRE's vision and guiding principles
- Be a collaborative and creative person who can work both autonomously and as part of a team, valuing diverse skills and experiences
- Display highly developed interpersonal, oral, and written communication skills
- Show excellent organisational and coordination skills including the ability to prioritise workload, and identify and create new opportunities.



Key Selection Criteria

- Knowledge of and personal commitment to gender equity & social justice;
- Demonstrated ability to initiate, build and support effective, intentional and collaborative partnerships with individuals and organisations;
- Strong knowledge of personal financial capability and community service system in Victoria, especially as it relates to services provision for women and gender diverse people experiencing marginalisation. This includes an ability to identify and articulate service barriers, gaps and emerging issues;
- Well-developed organisational skill and computer skills, including experience with Microsoft Office suite;
- Demonstrated ability to adapt existing services to meet the specific needs of communities in relation to accessibility, relevance, delivery method or other factors.

Desirable: Drivers License



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 role.

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

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 Elena Ashley at eashley@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 eashley@wire.org.au or arrange a phone call response to the key selection criteria by emailing Elena to request this option.



About WIRE

We are a proud intersectional feminist organisation, and we are committed to creating a fair society for all women, gender diverse, and non-binary people. We see ourselves as initiators of change. We have been actively involved in addressing systemic barriers to gender equity for over 40 years.

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We take a proactive stance on issues related to gender inequity which often leads us to areas less explored and often overlooked. For us, gender equity is about meeting individuals where they are and allocating resources and opportunities as needed to create equal outcomes for all members of our society.

We recognised many years ago that economic equity plays a key role in achieving gender equity. Therefore, in the past 17 years, we have focused our efforts on developing practical solutions for improving economic outcomes for all women, gender diverse and non-binary people. We seek to ensure everyone has a fair opportunity to participate in, contribute to, and benefit from the economic system.

WIRE's Role in Addressing Gender and Economic Equity

We focus our efforts on creating possibilities for change. We break down the process of change into manageable steps and empower individuals, communities, and organisations to take action.

We achieve this by:

- Providing one-on-one support services for individuals
- Building capacity in community leaders to facilitate change
- Providing consulting services for organisations and professionals
- Sharing WIRE's knowledge through its knowledge centre
- Helping individuals develop the skills and confidence to advocate for themselves and their communities
- By creating possibilities, we ensure that change, though slow and sometimes daunting, remains achievable and doable.

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.