



Position Vacant
Manager - Sector Capacity and Communications
Women's Health NSW

Position Title: Manager

Reports to: Chief Executive Officer (CEO)

Location: Women's Health NSW Office, 2/94 Norton Street Leichhardt NSW 2040

Employment Type: Permanent, Part-time 28 hours per week.

Remuneration: SCHADS AWARD CAT 7 (Pro Rata equals \$94,232 - \$96,149 + Super)

Organisational Overview

Women's Health NSW (WHNSW) is the peak body representing the 22 NGO Women's Health Centres (WHCs) in NSW. WHNSW is proactive on priority issues relevant to women's health, advocating for trauma informed models of care and improved health outcomes, policy, practice and legislation so that all women and girls can reach their potential within a gender and culturally safe, healthy environment.

Position Summary

The Manager is a senior leadership role responsible for assisting with the overseeing the program functions and sector capacity of Women's Health NSW to enhance efficient and effective support to its member centres. This position works closely with the CEO and the Board to align operations with strategic priorities, including governance, advocacy, capacity building, and stakeholder engagement.

The Manager will lead organisational processes, manage special projects and resources, and develop systems to support the mission of empowering women and advancing their health and well-being.

Key Responsibilities

Governance and Strategic Planning

- Assist the CEO and Board in the development and execution of strategic plans.
- Prepare and present operational updates, reports, and recommendations to the CEO.
- Support the implementation of risk management practices and ensure compliance with legal, regulatory, and funding body requirements.



- Assist in the development, implementation and maintenance of policies, systems and procedures to enhance good governance across the organisation
- Support member centres with governance resources and guidance.

Program and Capacity Building Support

- Coordinate existing and ongoing sector-wide programs
- Maintain current social media communications and work with the CEO to develop and maintain a sector communication strategy
- Coordinate the delivery of training and development programs for member centres to enhance governance, skills, and capacity
- Identify and facilitate networking opportunities for member centres to share best practices and collaborate on women's health priorities
- Contribute to sector-wide initiatives to reorient the health system towards gender-sensitive and community-driven approaches.

Stakeholder Engagement and Advocacy

- Work collaboratively with the CEO to build and maintain strong relationships with member centres, government agencies, and external stakeholders
- Represent Women's Health NSW at meetings, conferences, and events to promote the organisation's vision and priorities
- Support advocacy initiatives to influence policies and secure resources that benefit women's health.

Qualifications and Experience

- Bachelor's degree in health, social sciences, business administration, or a related field (Master's degree desirable).
- Proven experience in operations management, preferably in the non-profit or health sector.
- Demonstrated understanding of women's health issues, gender equity, and community development.
- Strong knowledge of governance, compliance, and risk management principles.



Key Skills and Attributes

- Exceptional organisational and project management skills.
- Strong leadership abilities with experience managing teams and driving organisational change.
- Excellent communication and interpersonal skills, with the ability to build relationships across diverse stakeholders.
- Commitment to Women's Health NSW's vision, mission, and values.
- Problem-solving mindset with a focus on achieving strategic outcomes.

Benefits

- Opportunity to contribute to systemic change in women's health across New South Wales.
- Collaborative and supportive work environment.
- Competitive salary package.

How to Apply

Women's Health NSW considers that being a woman is a genuine occupational qualification for the position under s.31 of the Anti-Discrimination Act 1977 (NSW).

A criminal record check is a requirement upon employment.

Send applications by email to: admin@whnsw.asn.au

Include your resume and correspondence addressing the selection criteria outlined in qualifications and experience, key skills and attributes. Please nominate two referees.

Application closing date: Monday, 20 January 2025.