

## ABOUT OUR ORGANISATION

The Centre for Non-Violence (CNV) is a well-established organisation, with over 30 years' experience in providing specialist family violence programs and services for women and children experiencing family violence and at risk of homelessness, men who use violence in the family and working with families across the continuum of response, early intervention, and primary prevention. We provide a range of services for women and children experiencing family violence; programs for men who use violence in the family, including men's behaviour change programs, enhanced intake, and case management.

## POSITION SUMMARY

Title:	Community Education Coordinator – Family Violence
Classification:	Social, Community, Home Care and Disability Services Award 2010 CDW – Level 7. Pay point dependent upon experience.
Team/Unit:	Programs and Services
Work Location:	Office base is Bendigo, the scope of Programs and Services covers the Department of Families, Fairness and Housing, Loddon area
Hours:	0.8 EFT
Contract:	12 month contract, with possibility of extension.
Salary Range:	Salary Range \$99,279 to \$103,430 annually. Hourly rate \$50.24 to \$52.34. Salary and conditions of employment are as per Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) and the Employee Bargaining Agreement (EBA). Copies of both the SCHADS Award and EBA are available at our office.
Hours of Work:	Normal hours of work are between 9am and 5.06pm Monday to Friday. Some additional out of hours work may be required.
Accountability:	Senior Manager System Integration.
Travel:	Travel may be required throughout the Loddon area.

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## POSITION OBJECTIVE

With a vision of gender equity in our society, the Community Education Coordinator – Family Violence is a vital, multifaceted position which is responsible for building, developing, and delivering quality training and education to the community and sector stakeholders. The position is informed from a family violence lens and prioritises safety for women and children.

You will work to achieve the organisational vision and promote and ensure an environment of quality continuous improvement and compliance with funding, service, and program/project accountability requirements.

Your key responsibilities will include the effective day to day coordination, influence and development of the CNV Community Training Program and form partnerships with regional stakeholders in line with the Multi Agency Risk Assessment and Management Framework (MARAM). This framework is a shared responsibility for assessing managing family violence risk from identification to response and referral.

## KEY RESPONSIBILITY AREAS

The primary responsibility of this role is to develop, coordinate and deliver innovative and engaging training and education programs with communities and regional stakeholders. The Community Education Coordinator leads the coordination of a range of training including Identifying Family Violence, MARAM Collaborative Practice training and any other relevant training and professional development as identified. These activities support the implementation of the Royal Commission into Family Violence recommendations and the implementation of the 10-year Industry Plan for family violence prevention and response by working closely with stakeholders to build knowledge, skills, and capacity across a range of sectors and support.

The role will work closely with the Principal Strategic Advisor in developing relevant training and education programs along with developing the skills of the CNV training team, made up of staff from across CNV services, and be responsible for the development and maintenance of presentations.

Other key responsibilities include:

- Create and coordinate a yearly calendar of events and training for community programs.
- Facilitate sessions as required.
- Analyse data and feedback obtained from sessions to report and use this to inform training development and practice.
- Explore, propose, and establish a variety of training resources to achieve optimum accessibility, including digital platforms.

## OTHER REQUIREMENTS

The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies, and procedures at CNV.

Consistent with this all employees are:

- Expected to model CNV Core Values and ensure all workplace conduct aligns with these values and CNV'S Code of Ethics.
- Follow effective OHS and risk management practices, identify, assess, eliminate/control and monitor hazards and risks in the workplace and actively contribute to a safety culture.

- Drive a continuous improvement culture across the broader function.
- Expected to ensure the security of CNV’s property and assets and maintain a commitment to the care of all CNV’s property and assets.
- Other duties as required within the scope of the role practises and processes, to meet service expectations.

Note: This Position Description is indicative of the initial expectation of the role and subject to change in line with requirements of CNV’s goals and priorities, activities or focus of the job. The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

### COMPETENCIES

- Decisiveness - Uses available information and exercises good judgement to make sound, timely and well-informed decisions.
- Teamwork - Attend and participates in team meetings, agency activities, program development, planning days, working groups, team building activities and supervision. Work well with others in the pursuit of team goals, share information, support others, show consideration, concern, and respect.
- Problem Solving - Capable of discussing and resolving specialist problems. Ability to develop options and resolution to problems.
- Time Management - The position requires skills in managing time, setting priorities, and planning and organising one’s own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Interpersonal skills - The position requires the ability to gain cooperation, build relationships and communicate with others. Written communication skills -prepare clear and accurate correspondence.
- Code of Ethics - Models and promotes organisational values and adhere to CNV’s Code of Ethics. Ensure Core values are reflected in decision making and everyday behaviour in professional relationships and direct services.
- Behaving with Integrity - Uphold and model the vision and values of CNV Treat people fairly and with respect, ability to work within a feminist framework.
- Managing and Measuring Work - Ability to clearly assign responsibility for tasks and decisions; set clear objectives and performance requirements; monitor process, progress, and outcomes; and design feedback loops.

### KEY SELECTION CRITERIA

1. Degree or relevant qualification in Education, Social Work, or a related field.
2. Demonstrated experience in inter-agency liaison, consultation, and the building of partnerships.
3. Well-developed communication skills with the capability to analyse information and undertake research to inform training requirements along with relevant skills in evaluation and report writing.
4. Extensive expertise in the development, evaluation, and delivery of training and community education programs

5. Sound experience and understanding of the role of gender equity and primary prevention in preventing violence against women and children.
6. High level of interpersonal skills, with a strong record of collaboration and an ability to engage and influence stakeholders and interact professionally and confidently with a range of diverse groups.
7. Effective organisational and time management skills, including the ability to work with minimal supervision.
8. Sound computer literacy and proficiency in use of Microsoft Office (including digital strategy and communication skills).

### APPLICATION PROCESS

To be considered for shortlisting and an interview, applications must include the following:

- Covering letter.
- Key Selection Criteria (KSC) must be addressed:
  - It is essential that the information you provide is clear, concise, and most importantly relevant, so that the selection panel can readily assess your application.
  - To respond to the KSC you will need to address each criterion individually with a separate heading for each one, about a paragraph in size, summarising how your skills, qualifications, experience, and personal attributes are relevant for that criteria. It is always best to support your claims with evidence and avoid using opinions/statements such as 'I have excellent communication skills.' We suggest using the 'STAR' approach –
    - S – Situation – A brief outline of the situation or setting. Who was involved? What was your role?
    - T – Task – What did you do? What happened next?
    - A – Approach/Action – How did you do it?
    - R – Result – What was the outcome? What feedback did you receive?
- Current Resume.
- The names and contact details of three professional referees, ideally one should be from your supervisor and from your most recent employer.
- All application enquiries, please contact Karen Andrews (03) 5430 3000.

**Application close: 9am, Monday 19<sup>th</sup> April 2021**

Apply directly from the website [www.cnv.org.au](http://www.cnv.org.au) or email [vacancies@cnv.org.au](mailto:vacancies@cnv.org.au)

### SAFETY SCREENING AND MANDATORY CRITERIA

- All competitive applicants are subject to a satisfactory National Police History Check as part of the recruitment assessment process;
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check;

- A current Employee Working with Children Check (WWCC) card is required and will need to be provided prior to commencement of employment by the applicant. Currency will need to be maintained by the employee for the period of employment;
- All employees are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process; and
- Employee's must hold a valid driver's licence.

### EQUAL OPPORTUNITY

CNV offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification, and bullying. Employees are expected to contribute to the maintenance of such a work environment.

### DIVERSITY

CNV is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people living with disabilities and culturally and linguistically diverse backgrounds.

### RELEVANT INFORMATION

#### Benefits of working with CNV.

- Attractive salary packaging, can earn up to \$15,860 tax free
- Above award wages and generous EBA conditions
- Excellent work/life balance
- Supportive and friendly organisational culture
- On-going training and development opportunities

#### Code of Ethics

The code of ethics provides the parameters for acceptable and unacceptable behaviour while at work or while on work related business off site. All employees of CNV are to act in the best interest of CNV as a whole with honesty, in good faith and with due care and diligence. All employees must comply with CNV's Code of Ethics and agree to work according to our values of; Respect, Co-Operation, Social Justice, Empowerment, Transparent and Inclusive Practices Decision Making.

CNV has a zero tolerance of child abuse and our Code of Ethics enforces appropriate behaviour and expectations with children. A Child Safety Officer has been appointed and can answer questions or concerns in relation to child safety.

#### Occupational Health & Safety Requirements

CNV is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and CNV's policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement and contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviors such as harassment and bullying.

### Risk Management

Employees are required to follow all policies and procedures in relation to risk management.

Employees are expected to:

- Participate in risk assessments.
- Demonstrate an understanding of, and a commitment to, CNV's Risk Management Framework.
- Report all hazards and incidents of which they become aware.

### Privacy

CNV is governed by the Information Privacy Act 2000 and the Australian Privacy Principles (APPS) and is committed to protecting the information it collects, monitoring its use and maintaining its integrity. Therefore, any information collected will be solely for the primary purpose intended and will be destroyed when no longer required.

### Use of Confidential Information

Employees shall not use confidential information to gain advantage for themselves or for any person or body, nor shall they use this information improperly to cause harm to any person, body or CNV.

Both during and after employment with CNV, employees must not:

- Communicate confidential or confidential information to third parties.
- Make use of any information gained through employment at the Centre for Non-Violence Inc for any purpose other than the discharge of official duties.

## ORGANISATIONAL OVERVIEW

### About the Centre for Non-Violence

The Centre for Non-Violence (CNV) is a well-established organisation, with over 20 years' experience in providing specialist family violence programs and services for women and children experiencing family violence and at risk of homelessness, men who use violence in the family and working with families across the continuum of response, early intervention, and primary prevention. We provide a range of services for women and children experiencing family violence; programs for men who use violence in the family, including men's behaviour change programs, enhanced intake, and case management.

CNV works collaboratively with key stakeholders and partners regionally and state-wide, to implement primary prevention approaches, innovative projects and influence coordinated community responses and policy to prevent violence against women and their children. CNV provides a key leadership role and auspices positions that support policy and practice integration and coordination implementation. CNV is active leader and innovator in primary prevention, community education and engagement projects, activities, and initiatives. CNV is also the lead agency for the Loddon Campaspe Integrated Family Violence Consortium that is funded to deliver the full suite of services for women and children experiencing family violence, and programs for men who use violence towards family members.

CNV is a child safe organisation. We value, respect, and listen to children and young people. We are committed to the safety, wellbeing and inclusion of all children and young people, including the cultural safety of aboriginal

children and young people, culturally and/or linguistically diverse children and young people, gender and sexually diverse children and young people and children with a disability.

CNV has an Employee Bargaining Agreement with its staff, which allows both negotiated salary packaging and flexible working arrangements.

CNV is duly accredited to both DHHS (State) and QIC (National) Standards. Continuous quality improvement is an agency expectation.

### [Vision Statement](#)

Gender and social equality in a violence free world.

### [Statement of Purpose](#)

CNV is working towards its vision of a society free from violence, homelessness, discrimination, poverty, and oppression by:

- Being responsive to the needs of women and their children through providing information, resources, housing options, referral, advocacy, education, and support;
- Designing and delivering education, prevention, and recovery programs;
- Ensuring women and children's rights are upheld;
- Challenging structural, legal, and social inequities and advocating for change;
- Advocating for affordable, secure, and safe housing options; and
- Increasing community awareness of the social and systemic issues affecting women and children.

### [CNV's Structure](#)

CNV structures Programs and Services into four streams:

- The System Integration stream works with the integrated family violence system, which includes Victoria Police, Child Protection, Courts, Corrections Victoria, Child First/Family Services, the Orange Door (currently in development stage) and other key parts of the service system that respond to family violence. The Systems Integration stream delivers programs and services which focus on systems integration and collaboration. These programs include the Risk Assessment Management panel, the Orange Door specialist family violence response, the family violence Child Protection Partnership program, regional integration and community education and training. All System Integration stream programs intersect and engage with other CNV streams.
- The Intervention Services stream delivers quality, integrated programs that work to keep women and children safe by supporting victims and working with men to support change. These programs intersect with all parts of the service system. Intervention Services provides specialist risk assessment and management services, case management services for victim/survivors and group and individual programs for men who use violence toward family members. Teams are structured into an integrated group of workers with representation from our various client programs including those supporting men, women, and children. Teams work with clients from intake to closure using a key worker model.
- Therapeutic Programs and Practice Development delivers therapeutic services to women and children affected by family violence including the Safe, Thriving and Connected program. This stream also contributes to building and maintaining best practice across all service delivery.
- The Partnerships and Prevention stream develops strategic relationships and partnerships with other organisations and individuals to strengthen and extend the scope and capacity of CNV to undertake its work and meets its strategic goals.

All streams are interconnected and work closely together. All streams have collective responsibility and provide leadership to:

- Ensure safety and wellbeing of children
- Strengthen cultural safety
- Respond to diverse communities
- Continuous quality improvement
- Community education
- Prevention – including primary prevention and early intervention
- Respect the knowledge and learn from women, children, and young people with lived experience of family violence

Our Corporate Services team is responsible for managing the administration functions of the organisation, leading and co-ordinating quality assurance, compliance, and corporate planning to ensure organisational and operational effectiveness and efficiency. Corporate Services manages all aspects of human resources, occupational health and safety, financial management, risk management and emergency management practices across the organisation together with management of information, communication technology (ICT), asset and physical resource management including, infrastructure, environment, and contractor management.

Our Innovation and Impact Unit guides and delivers strategic projects, data and evaluation, business development and marketing and communications.

An annual Operational Plan guides the organisational priorities, which are informed by the CNV Strategic Plan, Quality Work Plan and other plans including the Reconciliation Action Plan.

### Philosophy & Principles

CNV will be guided by a feminist philosophy and the following principles in its relations with service users, staff, other stakeholders, and the wider Community.

- RESPECT is an active conscious process that acknowledges differences and accommodates conflict. CNV will work in a consistently respectful manner thus ensuring its practice is non-judgmental, validating, confidential, supportive and acknowledges the intrinsic value of each person. Respect engenders trust, empathy, and equality between people.
- CO-OPERATION by valuing the strengths and ideas of others. CNV works collaboratively to develop and maintain relationships to achieve the best outcome(s).
- SOCIAL JUSTICE is an integral part of CNV practice, actively advocating structural and social change and the development of a society that is just, equitable and respects human rights.
- EMPOWERMENT, supporting women and children through a power sharing approach to identify their own needs and make informed decisions utilising their strengths. Empowerment engenders self-determination and promotes resilience.
- TRANSPARENT AND INCLUSIVE PRACTICES ensure rights are protected and advocated for and that the service is accountable to stakeholders and the Community.
- DECISION MAKING processes based on participation, consultation, and information sharing, whilst respecting and acknowledging different roles, responsibilities, functions, and skills.