



Position title	Project Officer, Strategic and Donor Partnerships
Group	Policy and Engagement
Employment status	Full-time, Ongoing
Salary Range	As per SCHCADS Award
Position reports to	Manager, Policy and Advocacy
Location	292 Hoddle Street, Abbotsford, Victoria, 3067
Delegation	There are no direct reports or financial delegation associated with this role.

Organisation environment

Djirra¹ is an Aboriginal Community Controlled Organisation (ACCO) that works towards a future where all Aboriginal women are strong, safe, independent, healthy and positive in their lives, culture and communities. All Djirra’s work is designed by and for Aboriginal women and is deeply respectful of and connected to community. Self-determination is the foundation of everything we do: it is Our Cultural Way.

Djirra’s vision is to provide high quality culturally appropriate services for Aboriginal women in Victoria who have experienced or are experiencing family violence.

We are committed to ending family violence against Aboriginal women and their children through holistic and culturally safe specialist services, prevention programs and advocacy for change. Our services have state-wide reach.

Djirra offers a range of services including:

- **Holistic and culturally safe legal and non-legal** support to Aboriginal people, particularly women, who experience family violence or sexual assault. Each client is assisted by a lawyer and support worker who together address the multitude of interrelated legal and non-legal issues our women face. Legal advice and representation is provided on intervention orders, child protection, family law and victims of crime assistance.
- The **Koori Women’s Place (KWP)** provides wrap-around support and works to build trusting relationships with Aboriginal women through our shared connection to culture. Aboriginal women can be referred for an appointment, walk into our space or book into a workshop. Mainstream and Aboriginal service providers are available for appointments within the safety of the KWP.
- Our **community education and engagement programs** provide support for women through personal support and empowerment programs.

Djirra also offers a range of workshops in Melbourne and regional areas:

- **Sisters Day Out®** is a wellbeing workshop where Aboriginal women support each other, get information about legal rights and options, and engage with mainstream and Aboriginal support services.
- **Dilly Bag** is a four-day residential program that draws on cultural principles to promote healing.
- **Young Luv®** is designed for young Aboriginal women aged 13 to 18 and focuses on promoting healthy relationships.

Role purpose

Reporting to the Manager, Policy and Advocacy, in the Policy and Engagement Team, the role is responsible for identifying and developing successful funding and grant submissions that furthers Djirra’s strategic direction and objectives to achieve financial sustainability.

¹ Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.



The role works closely with the Director, Policy and Engagement and Director, Services and Innovation and has a broad range of stakeholder engagement with government (State, Commonwealth and Federal), the Aboriginal community and various funding agencies.

Key accountabilities

- Develop and implement a comprehensive plan for raising funds from philanthropic, corporate and government sectors.
- Undertake and actively research (including desk-top) to identify potential funding opportunities to support Djirra’s objectives.
- Establish and manage information tracking processes regarding acknowledgement, recognition, on-going communications and continued cultivation of past and current donors and members to enhance their relationship with Djirra and increase the likelihood of continued contributions.
- Manage donor accounts in the appropriate database and follow up with payment processes, including the production of regular reports, to track progress of fund development.
- Respond to emails and phone enquiries in a timely manner from supporters, processing of income and receipting.
- Develop and maintain an annual calendar of deadlines and disseminate relevant information on grant opportunities to Djirra’s Management Team for consideration.
- In collaboration with Djirra’s Management Team, prepare high quality grant applications and proposals that are aligned to Djirra’s strategic direction.
- Develop and maintain strong relationships with internal and external stakeholders including Government Departments, Philanthropic Trusts/Foundations, and the Corporate sector.
- Collaborate with the Project Officer, Communications to develop collateral for all fundraising activities and appeals.
- Contribute to the policy and advocacy activities of the organisation as required.
- Other responsibilities as may be required.

Key selection criteria

Professional / Functional Skills

- Demonstrated extensive knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impact of family violence on Aboriginal women.
- Demonstrated ability to communicate sensitively and effectively with members of the Aboriginal community.
- Demonstrated experience in the research and preparation of successful philanthropic grant submissions within a not-for-profit, social sector or government context or equivalent.
- Strong project management skills with the ability to prioritise work and to work under pressure to meet tight deadlines.
- Excellent communication (written and verbal) skills.
- Demonstrated ability to network and develop effective working relationships.

Competency

- **Written Communication** - Produce a range of complex technical reports and recommendations on relevant issues which are evidence based and provide a sound basis for decision making.
- **Project Management** - Consults on and develops project scopes and brief’s and manages projects under limited direction, securing resources and planning and coordinating the activities of project members to effectively address issues and meet timelines.
- **Problem Solving** - Uses specialist knowledge and expertise to address complex problems, gathering relevant information and generating and testing a range of solutions and outcomes.
- **Stakeholder Management** - Establishes relationships with stakeholders, develops effective stakeholder-oriented responses, and assesses, develops and negotiates innovative solutions to complex issues.
- **Interpersonal skills** - Builds strong relationships and develops an understanding of others in order to motivate them and confidently address conflict situations.
- **Organising and Planning** - Plans complex project and work programs aligned with business objectives, identifies and secures resource requirements, and anticipates and addresses barriers to achievement.
- **Creativity and Innovation** - Designs and implements new or cutting-edge programs and processes, and develops new insights into situations, applying innovative solutions to make improvements in the work area.



Sharing stories, finding solutions



Technical skills	<ul style="list-style-type: none">• PC skills, including familiarity with MS suite of tools.
Qualifications	
A relevant tertiary qualification or equivalent experience is desirable.	
Workplace health and safety	
<p>Djirra is committed to providing and maintaining the health and safety of its employees.</p> <p>All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training eg – First Aid training, Fire Warden, etc.</p> <p>Information about these policies are contained in Djirra’s Human Resources Policy Manual.</p>	
We are a Child Safe Organisations	
<p>Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an <i>Employee Working With Children Check</i> (in Victoria).</p> <p>An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.</p>	
Other important information	
<p>Djirra employees and volunteers are required to act in accordance with Djirra’s values and behaviours of:</p> <ul style="list-style-type: none">• Respect for people and culture• trust• integrity• resilience; and• empowerment <p>Djirra’s employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:</p> <ul style="list-style-type: none">• Code of Conduct Policy• Occupational Health and Safety Policy• Social Media Use Policy• Privacy Information Policy• Conflict of Interest Policy• Volunteer Policy <p>Information about these policies are contained in Djirra’s Human Resources Policy Manual. This position will require you to travel regionally as required.</p>	



ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee Name:

Employee Signature:

Date: / /

Manager's Name:

Manager's Signature:

Date: / /

HR CHECKLIST

- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee's Performance File.
- Retain original completed form and any attachments on the employee's Personnel File.

Initials: _____

Date: / /