



Position Description

Prevention Advisor – Projects

Organisational Context

Domestic Violence Victoria (DV Vic) is the peak body for specialist family violence response services for victims-survivors in Victoria. As such, DV Vic is recognised as the statewide voice of Specialist Family Violence Services (SFVSs) responding to victims-survivors. We are an independent, non-government organisation that leads, organises, advocates for, and acts on behalf of its members utilising an intersectional feminist approach. However, the organisation is ultimately accountable to victims-survivors of family violence and works in their best interests.

DV Vic's work is focused on advocating for, supporting, and building the capacity of specialist family violence practice and service delivery for victims-survivors; system reform; and research, policy development and law reform. DV Vic holds a central position in the Victorian family violence system and its strategic governance and is one of the key agencies with responsibility for providing family violence subject matter expertise to the SFVS sector, broader sectors, government, and other partners and stakeholders.

Domestic Violence Resource Centre Victoria (DVRCV) is Victoria's only specialist family violence registered training organisation. DVRCV provides training, resourcing and other capability building activity for individuals, organisations and systems working to prevent and respond to family violence and violence against women. DVRCV is also a key agency providing policy advice and subject matter expertise to government, as well as an important source of family violence information and resources for the broader community, including victim survivors and friends and family.

In March 2020, DV Vic and DVRCV agreed to merge. The merged organisation will be the peak body for specialist family violence services in Victoria, working from an intersectional feminist approach, informed by an understanding of the gendered nature of violence and with the interests of all victim survivors at the heart of everything we do. We will apply a specialist lens across primary prevention, early intervention, response and recovery to:

- Lead, influence and advocate for law reform, policy, practice and effective systems.
- Build the capability of specialist and mainstream workforces and industries to prevent and respond to family violence and violence against women through:
 - Design and delivery of specialist education, training and professional development
 - Providing specialist practice leadership
 - Leading state-wide workforce and sector development activities.



- Promote well-resourced, accessible and inclusive service provision and actively reflect the diversity of lived experience in our work.
- Provide cultural, social and community leadership to address the drivers of violence and promote the rights of all victim survivors to live free from violence.

For legal purposes, the merge will involve an acquisition of DVRCV by DV Vic. The merged organisation will have a new name and brand to ensure a truly collaborative and equal new peak body. The new organisation structure will be implemented from February 2021.

Diversity and Inclusion

Domestic Violence Victoria is committed to providing flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, young people, older people, women, and gay, lesbian, bisexual, transgender and gender diverse, intersex or queer people. We recognise the strength and value in diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

Role Context

The Primary Prevention team's focus over the next twelve months is developing, implementing and consolidating a suite of programs and projects that will continue to build capability, connectedness, and expertise in the primary prevention sector. The team will focus on increasing the reach, impact and sustainability of current activities, including strengthening of evaluation and monitoring practices. The team will focus on developing and strengthening critical partnerships with diverse communities and sector stakeholders, as well as scoping new activities to respond to the emerging needs of the workforce, particularly in a post-pandemic recovery period. We will continue to work collaboratively with other functions across both organisations to design, implement and evaluate primary prevention initiatives and ensure primary prevention work is embedded as a major function within the organisation.

The **Prevention Advisor – Projects** will provide support to the Prevention Project and Partnership Manager and the Prevention Practice and Workforce Development Manager in all aspects of project management, documentation, reporting, evaluation and monitoring. As well as supporting the Primary Prevention Unit to redesign and coordinate its external governance and advisory structures.

This role will also be responsible for managing project management and project administration of existing projects, including work funded by the Department of Education and Training, and Addressing Pornography Influence project, as well as supporting other the development and implementation of new partnership projects as they develop.



Under the direction of the Prevention Project and Partnership Manager, this role will support and strengthen partnerships with diverse community organisations and oversee the development of resources for primary prevention practitioners working with diverse communities.

This role will also be responsible for scoping new project opportunities and partnerships in line with the organisation's primary prevention strategy as well as provide expert primary prevention advice to organisations we are partnering with.

Organisational Values

DV Vic: Respect, Equality, Integrity. **DVRCV:** We are independent, expert and trusted. Our work is courageous and creative. We operate with integrity.

Position specifications

Role title:	Prevention Advisor – Projects		
Located:	Carlton South - Melbourne and working from home	Classification Level / Award:	DV Vic level 6.1 As per DV Vic Enterprise Agreement 2017
Employment Period:	12 month fixed-term contract	Remuneration:	Hourly rate: \$47.74 Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
Reporting structure:	Reports to the Prevention Project and Partnership Manager		



Hours and basis of employment:	Part time (30.4 hours per week) DV Vic standard working hours are 7.00am to 7.00pm, Monday to Friday and flexible work options are available.
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Position Responsibilities	
Strategy and Leadership	<ul style="list-style-type: none">● Actively support an organisational culture that is based on a feminist framework to empower and support women, as well as promoting accountability, quality, good governance and staff well-being● Develop and implement evidence-based strategies to support organisations, individuals from various settings to implement prevention activity● Actively monitor state and national trends in the PVAW and family violence policy, practice and research so these can inform our work
Operational	<ul style="list-style-type: none">● Work with the Prevention Projects and Partnership Manager and Prevention Practice and Workforce Development Manager to scope, document and develop new projects including the development and delivery of tailored training and capability building with diverse communities, young people and multicultural organisations● Support the Prevention Projects and Partnership Manager and Prevention Practice and Workforce Development Manager with all aspects of managing core funding agreements, including documenting project planning, managing project governance and advisory structures, keeping track of deliverables, dates, and reporting deadlines and drafting key documents for review.● Support with monitoring and evaluation of major programs of work● Providing support for the internal operations of DV Vic and DVRCV and undertake priority work tasks to meet objectives as requested by the Executive Director



	<ul style="list-style-type: none"> • Contribute to the development of resources, tools, website content including the new DV Vic/DVRCV website
Contract and Project Management	<ul style="list-style-type: none"> • Manage and overseeing multiple primary prevention projects through the different stages of project management cycle including the proposal stage, inception, project design, project management, contract management, working with consultants and ensuring high quality evaluation, monitoring, and reporting • Ensure that all prevention activity is delivered to a high standard, on time and to budget • Manage all aspects of contracts and funders as required • Manage and maintain accountability for delivery against the agreed project plans • Ensure monitoring and evaluation is established for new projects
Financial Management	<ul style="list-style-type: none"> • Ensure that all project-related expenditure is in line with the project budget and aligned to the relevant funding agreements • Manage and track project budgets
Risk and Compliance	<ul style="list-style-type: none"> • Proactively manage and report on risks relating to projects and activities as required • Report monthly to the Executive Director, Primary Prevention
Stakeholder Management	<ul style="list-style-type: none"> • Develop and strengthening critical partnerships with diverse communities and partner organisations • Develop effective working relationships with a wide range of key government and non-government stakeholders as required • Manage collaborative relationships with funders, consultants and external service providers relating to program and project delivery • Provide expert advice to partner organisations on the development of primary prevention projects • Represent DV Vic/DVRCV at external meetings, forums, and events as required



Organisational Expectations (same for all staff)	<ul style="list-style-type: none"> • Work within an evidence based feminist framework that addresses all violence against women (including family violence) as a gendered issue • Adhere to DV Vic and DVRCV's values in all internal activity and when representing the organisation • Participate in, and contribute to, staff meetings/events/celebrations • Identify professional development needs and share new knowledge with others • Support the development of new resources, policies and practice • Adhere to all policies in the DV Vic/DVRCV Policy Manuals • Other duties as required
Key Selection Criteria	
Qualifications	<ul style="list-style-type: none"> • Relevant tertiary qualification in public policy, health, project management or related discipline and/or equivalent demonstrable experience
Skills and Experience	<ul style="list-style-type: none"> • A sound understanding of, and keen interest in, intersectional feminism and how this relates to preventing and responding to family violence and violence against women. • Strong interpersonal skills, especially the ability to interact professionally and confidently with a range of diverse internal and external stakeholders • Highly developed experience in project management • Experience of project and contract management processes and practices • Excellent written communication skills, including the ability to write clearly and succinctly for a variety of purposes • Ability to prepare project briefs, reports, proposals, and recommendations on complex issues • Excellent time management and organisational skills



	<ul style="list-style-type: none">• Knowledge of key primary prevention and response frameworks and standards and prevention sector (desirable)• Experience in a role/organisation engaged in Prevention of Violence against Women or gender equality (desirable)• A deep understanding, or lived experience, of the ways that gender inequality intersects with other forms of inequality and oppression, such as ableism, white supremacy, racism, homophobia, transphobia and classism. (desirable)
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Additional Information	
Work Health and Safety	<p>All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.</p> <p>DV Vic and DVRCV is currently working remotely, and office equipment will be provided to the successful candidate in accordance with WH&S requirements.</p>
Police Check	<p>A national police record check is required as part of the recruitment process.</p>