# PROJECT MANAGER POSITION DESCRIPTION COURT NETWORK

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| **Position Title** | **Project Manager** – *Building Family Violence Prevention and Response Capability of the Volunteer Workforce* Project |
| **Reports to** | State Manager Victoria  |
| **Collaborates** | Project Manager will work collaboratively with:* National Recruitment, Learning & Development Manager
* Program Management Team including Program Manager, FV Lead
* Court Network Family Violence Governance Group
* Project Advisory Group
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| **Location** | The position is based in Level 5/555 Lonsdale Street Melbourne.  |
| **Conditions of employment** | This is a fixed term, 12-month position for 22.8 hrs per week (0.6EFT). The position is classified as level 7 under the Social, Community, Home Care and Disability Services Industry Award 2010. Superannuation is paid and salary packaging is available.   |
| About Court Network  | Court Network (CN) was established in 1980 in Victoria and over the past 40 years, the service has grown significantly with CN volunteers (known as ‘Networkers’) available in 28 major metropolitan and regional courts and tribunals in Victoria and in a number of Queensland courts. CN is a frontline community organisation that enables court users to better understand and navigate the court system. The focus of its Mission is to attend to the needs of people at court by providing non-legal support, information and referrals. CN empowers and increases the confidence of court users to manage the requirements of the courts. Its role is complementary to that provided by legal and other services within the courts and tribunals.CN operates across all jurisdictions. Our free, non-legal court support service is delivered by 500+ Networkers who are trained to provide support, information and referral services on an impartial and non-judgemental basis to all persons, including applicants, respondents, victims, witnesses, defendants, and their families and friends. In response to COVID-19 pandemic, in 2020 CN developed two new service models – Telephone Support and Online Hearing Support. In 2015/2016 CN conducted a Family Violence Pilot Project which led to the development of CN’s Enhanced Family Violence Support model that has since been expanded to all Specialist Family Violence Courts in Victoria. CN is a MARAM prescribed Tier 4 entity. See [www.courtnetwork.com.au](http://www.courtnetwork.com.au) for more detail |
| Job Purpose | Court Network successfully received funding from the Family Safety Victoria’s Centre for Workforce Excellence to deliver the *Building Family Violence Prevention and Response Capability of the Volunteer Workforce* Project. This position has a strong community development and capacity building focus which aims to identify how volunteers in mainstream and universal services can effectively engage with people who may be experiencing family violence and assist them to get the help they need.Project Manager will be responsible for two key aspects of the project:1. Strengthening Court Network’s Family Violence Prevention and Response Workforce Capability by:* Scoping how CN currently identifies, responds and provides support to court users who experience or perpetrate family violence, including family violence capacity building for paid staff and volunteers
* Evaluating CN’s current Enhanced Family Violence Support Program and its resources and assessing needs of the entire workforce (paid staff and volunteers) across all courts and jurisdictions and across all service models
* Refining existing and developing new products, tools and resources to strengthen CN staff and volunteers’ family violence capabilities
* Mapping existing and identifying new critical connections with local stakeholders to support referral, secondary consultation, and collaboration with the aim of establishing new and strengthening existing relationships and partnerships

2. Strengthening the broader volunteering sector’s Family Violence Prevention and Response Workforce Capability by:* Identifying and building partnerships with key mainstream and volunteer agencies to support project outcomes.
* Exploring opportunities to integrate volunteer sector specific capabilities, including existing and emerging practice frameworks, assessments, training and resources
* Testing CN products, tools and resources with a selected agency from the broader volunteering sector to identify their suitability for the sector
* Presenting recommendations for the development of customised products, tools and resources
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| Key accountabilities | **Project Management*** Planning and designing the project and proactively monitoring the progress
* Applying appropriate project management standards for delivery of the project
* Defining and coordinating the project’s governance arrangement
* Ensuring effective quality assurance and the overall integrity of the project
* Ensuring the delivery of the ‘deliverables’ required of the project is to the appropriate level of quality, on time and within budget in accordance with the project plans and project governance arrangements
* Managing communications with all stakeholders
* Managing both the dependencies and the interfaces with other Court Network Programs to ensure collaboration, and that there is no duplication and no issues overlooked
* Managing project risks, including the development of contingency plans to ensure project’s successful outcome
* Preparing project reports as required and reporting through to the agreed reporting structures and stakeholders on project progress
* Any other duties deemed necessary for the successful delivery of the project

**Governance and Compliance*** Participate in, and contribute to, Court Network’s quality assurance and continuous improvement system.
* Contribute to and comply with risk management including identifying and controlling risks and hazards.
* Adhere to, and comply with Court Network’s organisational policies, processes and procedures, using appropriate systems where required
* Model the organisation’s values, play a role in raising the profile of these values and associated behaviours across the organisation.
* Ensure that all work performed is within appropriate Workplace Health & Safety policies and in compliance with relevant legislation.
* Actively participate in Court Network supervision sessions, meetings, events and professional development opportunities.
* Other duties as required.
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| **Key Selection Criteria**  | **Key Selection Criteria** * Demonstrated project management experience including planning, organising, time management, and setting priorities
* High level of skills in building and sustaining effective relationships and communications with all stakeholders and other roles within and external to the project
* Knowledge of relevant government policy and research in relation to family violence
* Understanding of the volunteer sector and family violence sector
* Excellent written and verbal communication skills and sound experience in evaluation and report writing
* Effective time management and organisational skills with proven ability to problem solve, manage competing priorities and work to deadlines
* Relevant degree level tertiary qualifications e.g., social work, criminology, social science, community services management preferred.
* Proven ability to work both within a team and independently
* Sound Computer & Microsoft Office skills, and other web based programs
* Satisfactory Police and Working with Children’s checks.
* Current Victorian Drivers licence.
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| **HOW TO APPLY FOR THIS POSITION** | Please send a cover letter addressing the key selection criteria and your resume to maya@courtnetwork.com.au by 28 June 2020. Late and incomplete applications will not be considered.For further information please contact Maya Avdibegovic at maya@courtnetwork.com.au or phone 0466 988 448. *Court Network is an Equal opportunity employer, and we encourage applications from Aboriginal and Torres Strait Islander community members and members of multicultural communities.*  |