

# POSITION DESCRIPTION

## Project & Communication Coordinator



<b>Position</b>	Project & Communications Coordinator, Regional Family Violence Partnership
<b>Location</b>	Ringwood
<b>Reports to</b>	Principal Strategic Advisor, Regional Family Violence Partnership
<b>Direct Reports</b>	Nil
<b>Award/ Classification</b>	SCHADS Level 5
<b>Date</b>	October 2021

### ORGANISATIONAL CONTEXT

Established in 2007 under the Victorian family violence reforms, the Regional Family Violence Partnership (RFVP) is the Family Violence Regional Integration Committee in the Eastern Metropolitan Region committed to working collaboratively to address family violence. Family Violence Regional Integration Committees (FVRICs) bring together agencies and sectors that respond to family violence – the major players in the current family violence reform agenda of Ending Family Violence: Victoria's Plan for Change. They are the only local governance structures that exist across the state, and focus on: local systems, a family violence lens and capacity-building across all workforces.

The RFVP has member agencies from a range of sectors across the region including family violence specialist services, men's services, primary prevention and representatives from sectors such as homelessness, integrated family services, Victoria Police, justice and legal services, Aboriginal services, and the disability sector. The RFVP also strive to ensure mutually beneficial linkages with other local structures such as Dhelk Dja, Child and Family Services Alliance, Homelessness Networks, and the primary prevention network.

The Regional Family Violence Partnership operate at a strategic level, providing leadership, advocacy and specialist expertise to strengthen, integrate and improve the family violence system and help end family violence across the Eastern Metropolitan Region. The RFVP creates an authorising environment for collaboration, enabling connections across organisations and helping to create strong cross-sector relationships strengthening our local service system. The work of the partnership is driven by the Systems Leadership Group and supported by an Implementation Committee and various working groups.

The RFVP Project and Communications Coordinator is part of the small yet influential RFVP team employed by EDVOS and reporting to the RFVP Principal Strategic Advisor.

More information about the RFVP can be found at [www.rfvp.org.au](http://www.rfvp.org.au)

# POSITION DESCRIPTION

## Project & Communication Coordinator



### AUSPICE AGENCY

As the RFVP is not a legal entity, EDVOS auspices the RFVP. EDVOS manages all integration funds, and contract management for the RFVP.

EDVOS is the specialist family violence service in the Eastern Metropolitan Region and covers the municipalities of Boroondara, Manningham, Whitehorse, Knox, Monash, Maroondah and Yarra Ranges.

EDVOS provide an integrated range of support and services to empower women and children who have experienced and are responding to family violence. EDVOS focus on ensuring the safety of women and children, and the accountability of perpetrators. EDVOS provide support, information, case management, risk assessment, safety planning, community education, programs for pet safety and a strong network of referral pathways to other services.

EDVOS provides equal opportunities to individuals without regard to race, colour, religion, national origin, age, disability, culture or sexual orientation. EDVOS has a Diversity Working Group that is committed to championing best practice in these areas and leads by example to break down the barriers to inclusion. EDVOS fosters a diverse workplace where people are free from discrimination and disadvantage and are afforded dignity and respect.

EDVOS employ women only to most of our positions as per the findings of EEO exemption H327/2017 and by special measure. This is due to the specialist nature of our work and the services that we provide to women and children who have experienced or are responding to family violence in the community. EDVOS is a child- focused and child safe organisation and we are committed to promoting and protecting the safety and interests of children.

The RFVP Project and Communications Coordinator is required to comply with the conditions of employment of EDVOS as the auspice agency and this includes all of the EDVOS organisation accountabilities.

### POSITION OBJECTIVE

The Project and Communications Coordinator will support the Principal Strategic Advisor in the delivery of the RFVP Strategic Plan and operational action plans, while ensuring the involvement of the RFVP in the fast-paced reforms arising from the Royal Commission into Family Violence (RCFV) implementation outcomes and opportunities. This is an exciting role that requires curiosity, innovation and advocacy, with opportunities for influencing and shaping the role.

# POSITION DESCRIPTION

## Project & Communication Coordinator



### POSITION SPECIFIC RESPONSIBILITIES

- To work in conjunction with the Principal Strategic Advisor to support the delivery and implementation of projects that deliver on the RFVP Strategic Plan 2020-2024 (Leadership & Influence; Workforce Development; System Integration; and Data & Knowledge) and meet all planned outcomes of the 12-month operational Action Plans.
- To research and critically analyse Family Violence reform material and draft submission responses to government on behalf of the RFVP and our partners.
- To ensure up-to-date knowledge in family violence, including but not limited to, legislation, policy, research and practice to support the RFVP governance groups and Principal Strategic Advisor with this knowledge.
- Assist in coordinating RFVP regional forums and events where required, including technical support; and provide support at RFVP governance group and working group meetings.
- Meet with RFVP key stakeholders and build effective relationships across the sector, including with people with lived experience of family violence, reflecting the RFVP values.
- Coordinate and maintain internal and external RFVP communications, including the RFVP website, resources and e-newsletters, ensuring consistency and accessibility.
- Display a high degree of professionalism and integrity when dealing with sensitive request for information and data.
- Have responsibility for one's own health and safety in accordance of, and comply with, EDVOS's Occupational Health and Safety policy.

### KEY SELECTION CRITERIA

#### Essential Requirements:

- Relevant tertiary qualifications in social work, public policy, community services or other relevant discipline.
- Demonstrated experience and skills in project management.
- Sound knowledge and understanding of the Victorian family violence reform agenda; state government policy and initiatives; and the broader sectors whose work intersects with family violence.
- Highly developed written and verbal communication skills with excellent report writing skills and the ability to communicate effectively with a broad range of stakeholders.
- Demonstrated strong relationship and partnership building skills.
- Demonstrated competency with the Microsoft Office suite of programs, including Excel; and experience with WordPress, Mail Chimp and Survey Monkey is desired/ enthusiasm to learn.
- Exceptional time management skills with the ability to prioritise workload whilst maintaining strong attention to detail.
- Demonstrated conceptual, analytical and problem-solving skills.
- The ability to take initiative and to work independently as well as the ability to work collaboratively and make valued contributions as a member of a team.

**Women from an Aboriginal and/or Torres Strait Islander background, women with lived experience of family violence, women with disabilities, and women with experience of the criminal justice system are encouraged to apply.**

# POSITION DESCRIPTION

## Project & Communication Coordinator



### Additional Requirements:

- A current Driver's License is essential for this position
- Travel within the Eastern Metropolitan Region will be required with occasional travel to other regions
- After hours work may be required on occasions

## POLICIES AND PROCEDURES

This position will work under the policies and procedures of the Regional Family Violence Partnership and EDVOS.

## TERMS AND CONDITIONS

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010; plus the current legislated Superannuation contribution. While legislation allows, Salary Packaging is offered with this position.

All offers of employment are subject to a six month probationary period.

Performance reviews are linked to criteria in the position description, and individual work plans.

All offers of employment are subject to the following:

- Current National Police Record Check (renewed every 3 years).
- International Police Record Check (where required).
- Current Working with Children Check Assessment notice and card valid for Employment.
- A Current Victorian Drivers Licence (where required).
- Eligibility to work in Australia.