



McAuley Community Services for Women

A ministry of the Sisters of Mercy

Position:	Advocacy Projects Officer
EFT:	0.6 EFT - 12 month fixed term contract
Reports to:	Manager Communications and advocacy
Role Purpose:	The Advocacy Projects Officer is a member of the Advocacy, Marketing & Fundraising team. The role is to ensure the smooth running of advocacy activities, and co-ordinate stakeholder engagement activities related to McAuley's Safe at Home project. The role will also include high-level project and administrative support, monitoring of project implementation, and secretariat function to 'Safe at Home' workshops and meetings.
Internal Relationships:	All McAuley staff
External Relationships:	Build relationships and establish links with key stakeholders and other agencies to ensure exchange of information and current campaigns and practices.
Remuneration:	SCHADS Award Level 5- Salary Packaging available
Location Base:	Central office (Footscray)

ORGANISATIONAL OVERVIEW

Service	<p>McAuley Community Services for Women (McAuley, is a ministry of the Institute of Sisters of Mercy of Australia and Papua New Guinea. McAuley supports women and children into safe and sustainable living, regardless of their entry point, complexity or need.</p> <p>Within a sensitivity to inclusion and diversity principles, McAuley's work intersects with:</p> <ul style="list-style-type: none">- Family Violence- Homelessness- Mental Health, Trauma & Wellbeing- Children- Social & Economic Participation <p>McAuley's suite of services across its programs offer an integrated support model, which incorporates Accommodation and Support, and Skills, Employment and Health.</p>
Mission	<p>Our mission is creating a world that enables women and children to participate in society on their own terms through innovative services, advocacy and a caring community...so violence and homelessness can be eradicated.</p>
Vision	<p>Women and children are safe, supported and empowered to achieve their highest potential : All Home Safely</p>
Values	<p>McAuley Community Services for Women is committed to:</p> <p>Community Women and children coming to McAuley feel that they belong and have the confidence to join other communities.</p> <p>Hospitality Everyone is met at McAuley as an equal and made to feel at home when they are there.</p> <p>Compassion McAuley will respect where women and children come from, and they will be heard and listened to with dignity.</p> <p>Justice Women and children have the right to live at home safely and free of fear.</p>

CORE COMPETENCIES	EXPECTATIONS
1. Seeing the Big Picture	1.1 Understands how own role supports organisational vision, values and goals 1.2 Knowledge of full range of McAuley Services & Programs 1.3 Knowledge of homelessness and family violence sector 1.4 Participates in Continuous Improvement for sustainable outcomes
2. Client Focus	2.1 Contributes to continuity of care 2.2 Provides high quality integrated services and programs 2.3 Co-operates with others across and outside the organisation 2.4 Ensures compliance through policies and procedures to minimise risk
3. Engaging People	3.1 Communicates with clarity, conviction and respect 3.2 Contributes to integrative teamwork and/or Leadership 3.3 Values input and contribution from others 3.4 Builds strong networks and collaborative partnerships
4. Reflective Practice	4.1 Effectively manages self and priorities to carry out assigned work safely 4.2 Participates in regular supervision and team meetings using a strengths based approach 4.3 Reflects on own strengths and areas for development 4.4 Seeks and provides evidence based feedback

JOB SPECIFIC COMPETENCIES	RESPONSIBILITIES
Project Support – Safe at Home	<ul style="list-style-type: none"> • Act as secretariat and first point of contact to the ‘Safe at home ’project workshops and working groups – including meeting support, record-keeping, management of stakeholder lists and communications tracking and co-ordination of follow-up actions • Provide support to Manager Communications and Advocacy in project scoping, planning, and implementation of the Safe at Home advocacy project as well as record-keeping • Contribute to and assist with development and distribution of information materials • Undertake desktop research on topics related to the project as requested • Prepare project-related documents and information for social media activities
Advocacy and data coordination	<ul style="list-style-type: none"> • Contribute to the development of submissions, grant and funding applications and other advocacy materials to promote and advance McAuley’s work and strategic agenda • Assist in the development and maintenance of systems used for data collection and analysis • Liaise with partner organisations to obtain relevant information as required
Stakeholder liaison and co-ordination	<ul style="list-style-type: none"> • Stakeholder coordination – develop relationships with the offices of key safe at home stakeholders in order to enable easy access and request information and or input as required • Liaise with high levels of sensitivity, confidentiality and respect with victim-survivors of family violence • Develop and maintain databases of key stakeholders • Coordinate project related meetings and events including organising and setting up venues, attendee liaison and provision of materials for distribution prior to and at the event, distribution of minutes and liaison on follow-up actions
Teamwork	<ul style="list-style-type: none"> • Promote a strong team approach, contributing to a culture of cooperation, encouragement, affirmation and accountability • Attend regular staff meetings and networks which are deemed relevant to the position • Help identify ways to continually improve systems and processes.
OH&S and risk management	<ul style="list-style-type: none"> • Ensure awareness of risk management and Occupational Health and Safety at all times • Report any hazards or concerns in a timely and accurate manner

	<ul style="list-style-type: none">• Comply with child safe standards and legislative obligations.
Self-management	<ul style="list-style-type: none">• Monitor own work and initiate discussion about any concerns, including stress levels, with the Manager Communications and Advocacy• Maintain professionalism; manage and contain own emotions• Behave consistently and fairly, respect and value others' contributions• Manage time effectively and efficiently.

KEY SELECTION CRITERIA

Please address each of these in your application.

Essential Requirements

1. A commitment to the operations of McAuley Community Services for Women and the organisation's vision, mission and values.
2. A degree qualification in social sciences or communication with 2 years relevant experience.
3. The skills and confidence to work autonomously.
4. Maintains strict confidentiality.
5. An ability to manage changing priorities, meet deadlines and adapt to a changing business environment.
6. Highly organised with an ability to demonstrate accuracy and strong attention to detail.
7. Excellent written and verbal communication skills and the ability to project a positive image for the organisation.
8. Proficiency and experience in Microsoft Office, in particular Microsoft WORD, EXCEL and OUTLOOK

Desirable Requirements

1. An understanding of the family violence and homelessness sectors would be highly regarded.

CONDITIONS OF EMPLOYMENT

- This position is offered on a probationary period of 6 months
- Regular supervision will be required, and Annual Performance review will take place 12 months post commencement date.
- This position description will be regularly updated in accordance with the developing needs of the organisation.
- Occasional out of hours work may be required.
- Current Victorian Driver's Licence.
- National Name Check required.
- Working with Children's Check
- All McAuley Community Services for Women's employees are required to:
 - Comply with all McAuley Community Services for Women's policies and procedures
 - Comply with all Occupational Health and Safety legislation and regulation
 - Comply with all other Commonwealth and State legislation relevant to the organisation
 - Uphold and enhance the reputation of McAuley Community Services for Women
 - Maintain the highest standards of integrity and behaviour in line with McAuley Community Services for Women's Code of Conduct and undertake identified training and professional development activities/programs.