



Position Description

Position Title	Project and Partnerships Assistant
Location	Mparntwe/Alice Springs (Remote work and travel required)
Reports to	Research and Partnerships Manager, based in Mparntwe/Alice Springs
Employment Status	1.0 (full-time) 12 months fixed term with intention to extend
Start Date	October 2022
Salary	\$70k per annum plus 10.5% superannuation

Who we are

The Equality Institute (EQI) is a global feminist agency working to advance gender equality and end violence against women and girls (VAWG). We are values-driven and underpinned by feminist principles in the ways we work and how we conduct ourselves. We actively apply an understanding of intersectionality in our work and aim to have diversity reflected in our workforce.

We have conducted over 50 studies around the world, and trained hundreds of researchers, practitioners and policy makers to better understand what causes VAWG and how to prevent it. We have grown our online community to over 88,000 followers across social media, creating viral content that has reached up to 3 million people in one post. EQI began working in the Northern Territory in 2020 and has since completed several projects in partnership with Aboriginal organisations and communities including conducting research in Town Camps and delivering training in remote Aboriginal communities. We developed a project logic and monitoring and evaluation framework for a transitional housing program for Aboriginal women who have experienced violence in Alice Springs. We have also partnered with local Aboriginal controlled organisations to evaluate two primary prevention projects operating in Central Australia.

We are thought-leaders: sought after to provide strategic advice and effective solutions for local and international NGOs, governments, multilateral institutions and corporates to address one of the most wide-spread and intractable issues of our time. We have worked with the governments of Australia, Cambodia, and Kazakhstan, ANROWS, UN Women, UNDP, and UNICEF, as well as foundations such as

the Bill and Melinda Gates Foundation, and key international partnerships including the Prevention Collaborative and SVRI, to name just a few.

The Equality Institute also offers additional leave entitlements, flexible working arrangements, professional development opportunities, and well-being and self-care workshops and initiatives.

All offers of employment are subject to the following:

- Current National Police Record Check
- Endorsement of EQI's Child Protection Code of Conduct and Ways of Working
- Eligibility to work in Australia
- Six-month probationary period
- COVID-19 Vaccination

For more information on the Equality Institute please visit our website:

www.equalityinstitute.org

Equal Opportunity, Culture, Diversity and Inclusion

The Equality Institute fundamentally believes in, and strives to embody, the values of intersectional feminism. We are committed to creating a diverse and inclusive workplace culture that recognises the value in bringing together individuals with a broad range of skills, backgrounds, experiences and perspectives.

The Equality Institute is motivated by a bigger picture outlook that situates our work within broader processes of positive social change. We are a people-centred organisation that highly values all employees, both as individuals and as the most important resources in terms of our contribution to that social change.

The Equality Institute is an equal opportunity employer and strives to maintain a workplace environment that is fair and free of discrimination, is safe and accessible for all employees and provides working arrangements that accommodate the diverse needs of our staff. We strongly encourage applicants from diverse backgrounds to apply for our positions.

The EQI is a child safe organisation and is committed to ensuring the safety and wellbeing of all children. We will work to promote child-safe environments to ensure that all children associated with the activities of the organisation are protected.

Our vision is a world in which diversity is celebrated, all people are respected, and power and resources are shared equally.

Our purpose is to transform unequal power structures and support violence (VAWG) prevention efforts to thrive in a rapidly changing world – through research, creative communications and feminist leadership.

Our values are Strive for Equality, Stay Curious, Be Courageous and Find the Joy.

Overview of Position

We are seeking a Project and Partnerships Assistant to join our team and support EQI on a range of research project/s exploring violence prevention programs in the Northern Territory, with the opportunity to work in communities across Australia and internationally.

These project/s aim to build the evidence base about what works to prevent violence against women. Working closely with the EQI's Research and Partnerships Manager and Project Coordinator in the Northern Territory, the Project and Partnerships Assistant will focus on providing excellent administrative and logistical support to ensure EQI delivers high quality research and programs. The Project and Partnerships Assistant will also support the wider EQI team on national and global projects to prevent violence against women.

Aligning with EQI's value of supporting emerging feminist researchers from various backgrounds, EQI will provide training and support to the right candidate, with opportunities to advance and progress within the organisation. **EQI strongly encourages Aboriginal and Torres Strait Islander people to apply.**

Remote travel - and some extended periods in the field – are required as part of this role.

Key Duties and Responsibilities

Project Support/Administration

- Support the Research and Partnerships Manager and Project Coordinator to coordinate all logistics and administration related to select research projects, including fieldwork set up, hiring of local researchers, training of researchers, and fieldwork implementation.
- Manage all travel logistics, schedules and meeting documents associated with research and program delivery.
- Support the team to plan project delivery to ensure timely meetings of high-quality deliverables within project scope and within budget
- Support the team to prepare research reports, project briefs, policy and advocacy papers and programming guidance materials.
- With direction from the Research and Partnership Manager, engage and establish focus groups.
- Support the team in the identification and preparation of tender applications, submissions and grant proposals.
- Finance administration of specific projects and NT budgeted expenses including company car.
- Coordinate and administer meetings, including the taking and issuing of meeting minutes.
- Support in the delivery of workshops by providing excellent administrative skills
- Document research and project materials, including transcription and qualitative data.
- Support the EQI's Communications team to develop evidence-based communication materials and collaterals.
- Support a structured and organised electronic filing system
- Support systems and process improvements with EQI operations team
- Support staff well-being initiatives

Customer Service

- Foster and maintain strong relationships with partners and clients to maximise the Equality Institute's strategic goals.
- Consultation and collaboration with partners to assess their interests, needs, priorities and how this project could benefit them.
- Stakeholder engagement and communicating with clients as required.

Key Selection Criteria

Essential

- Previous experience in an administrative or operations role.
- Strong organisation and time management skills with an ability to prioritise and manage multiple conflicting projects and tasks independently.
- A team player with a collaborative approach to work.
- Strong written and verbal communication skills with an ability to speak to diverse audiences in multiple formats.
- Proficient with Microsoft Word, excel, and other software from Microsoft office suite.
- Strong attention to detail with a proactive approach to problem solving.
- Strong system and/or project management skills
- Agile approach to work with a flexible and adaptable nature.
- Excellent financial literacy
- Ability to undertake interstate travel where necessary – including to regional and remote communities - for project purposes.

Desirable

- Previous work experience with Aboriginal and/or Torres Strait Islander peoples and/or other remote communities
- Knowledge and/or experience of working in addressing and/or preventing violence against women, domestic violence, and family violence.
- Previous research, monitoring and evaluation, or project management experience.
- Prior experience of conducting research with Aboriginal and/or Torres Strait Islander communities.
- Experience working in remote locations.

How to Apply:

How to apply

Follow the link to apply - <https://bit.ly/3RLgefq> or head to the 'careers' section of our website. You will be asked to upload your resume (no more than two pages) and briefly answer several application questions.

If you require additional adjustments or would like to discuss any access needs as a part of the application and recruitment process, then please contact us via email hr@equalityinstitute.org or phone 0413 572 968

Applications for this role will close on **8th September, 11:59pm AEST**. We aim to conduct interviews in the second week of September and have the successful candidate start at the beginning of October.

The Equality Institute is an equal opportunity employer and strives to maintain a workplace environment that is fair and free of discrimination, is safe and accessible for all employees and provides working arrangements that accommodate the diverse needs of our staff.

We strongly encourage applications from Aboriginal and Torres Strait Islander people, women, people from culturally and linguistically diverse backgrounds, LGBTQI people and people of every ethnicity, faith, ability, culture, language, gender identity, age and sex.

The Equality Institute is a child safe organization and is committed to ensuring the safety and wellbeing of all children. We will work to promote child-safe environments to ensure that all children associated with the activities of the organisation are protected.