



Position Description

Position: Project Coordinator
Reporting to: Gender Equity and Family Violence Team Leader
Location: Shop 111, Pacific Epping, Corner of Cooper and High Streets, Epping
Date: September 2022

Organisational Context

Whittlesea Community Connections (WCC) is a place based community agency that strives for the empowerment of individuals and groups within the local community who face disadvantage, isolation and obstacles to effective social and economic participation. The agency is committed to developing responsive approaches to meet the challenges posed by Whittlesea's changing and emerging communities. We have a clear role in advocating to both services and different levels of government through both direct service and policy input. Our services and programs are designed to respect and empower and are free, confidential and impartial.

Refer to www.whittleseacommunityconnections.org.au

Position Rationale

WCC has a growing number of community based projects that focus on response, prevention, and early intervention in the space of family violence. The Project Coordinator role is responsible for the successful delivery of the Multi-Service Coordinated Family Violence Response Project. The Multi-Service Coordinated Family Violence Response Project aims to support Multicultural communities by reducing the barriers experienced in accessing the family violence and sexual assault service system. The project aims to build the capacity of family violence and sexual assault practitioners in responding to the complex needs of Multicultural communities and improve overall service provision to be culturally safe and responsive. Funding period for this project is from October 2022 across a 12 month period.

Accountability

The Project Coordinator role reports to the Gender Equity and Family Violence Team Leader and sits within the Gender Equity and Family Violence Team. Accountability will be through support & supervision sessions, contribution to quarterly reports, and participation in performance reviews & appraisals.

Overview of Duties

- Complete all required Family Violence and Multi-Agency Risk Assessment Management Framework and Child Safety training for role.
- Develop the Intersectional Coordinated Family Violence Response Model; identifying key locations in accessing Multicultural community in the City of Whittlesea the Bilingual Family Violence System Connectors will be based. Develop all associated risk management and responding to disclosures procedures for project.
- Provision of fortnightly supervision, and general day-to-day support to 2 x Bilingual Family Violence System Connectors.

- Establish and facilitate bi-monthly Practitioner Community of Practice. This group has representation of key practitioners for the project from family violence and sexual violence services and mainstream services.
- Establish and facilitate bi-monthly Project Steering Group Committee, which will oversee the deliverables of project.
- Facilitate monthly internal Family Violence Practitioner Group Supervision.
- Establish secondary consultation and referral pathways with project partner organisations.
- Collection of data and completion of funding requirements of project inclusive of budget management, reporting and acquittal.

Other

- Contribute expertise and project advice for other WCC projects or collaborations.
- Work collaboratively with all of WCC's programs and services to ensure an integrated approach to project delivery.
- Attend monthly staff meetings and other relevant meetings as required.
- Provide accountability and work reports to the Program Manager and funding bodies as required and other duties as directed by the Gender Equity and Family Violence Team Leader.

Key Selection Criteria - Essential

- Tertiary qualifications and/or demonstrated experience in project management, community development, social work or in a relevant field. Favourable if completed Multi-Agency Risk Assessment Management Framework training.
- Demonstrated knowledge of intersectionality, inclusive practice and trauma informed practice.
- Expert knowledge and experience working with victim survivors of family violence.
- Familiarity with relevant legislation and knowledge of Family Violence system reforms; understanding of the Family Violence Protection Act 2008, Child, Youth and Families Act 2007, Multi-Agency Risk Assessment and Management Framework and Information Sharing Schemes.
- Strong project management skills and experience in designing, implementing and monitoring either response or primary prevention of family violence and violence against women initiatives and policy, within and across various settings.
- Demonstrated interpersonal skills, including effective communication, negotiation, verbal and written presentation skills.
- Good relationship management skills with the ability to build relationships with a diverse range of key partners, stakeholders, community groups and organisations.
- Experience working in cross-cultural settings and a demonstrated commitment to the principles of equity, access and community participation.
- Demonstrated capacity for resourcefulness and self-motivation and an ability to manage competing and complex work priorities.
- Some experience in supervising staff and/or volunteers.

Salary and Conditions

- Conditions will be in accordance with the Social, Community, Home and Disability Services (SCHADS) Industry Award 2010, Level 5, pay point based on experience.
- This position is offered as a 0.6 - 0.8 EFT a week position (22.8 - 30.4 hours/week).
- This is a fixed-term contract for 12 months from appointment.

- An above award salary plus super and leave loading, is offered. Generous salary sacrifice arrangements, if taken up by the employee, can significantly increase the net value of the remuneration received.
- 14 weeks paid maternity leave after 12 months continuous service.
- The successful applicant will be required to enter into an employment contract.
- The successful applicant will need to have a current National Police Check and Working With Children Check.
- Work from home may be required to respond to health related restrictions.
- Overtime is not paid but WCC operates a flexible workplace and time-in-lieu is included in the employment agreement.
- Induction and Training related to WCC and IT systems will be provided.

How to apply for this job

Written applications, with resume and selection criteria, to be emailed by 11:59pm Sunday 16th October 2022 to Katriece Bolden at kbolden@whittleseacc.org.au