

Capacity Building Practitioner

Settlement Program

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	CAPACITY BUILDING PRACTITIONER
PROGRAM:	SETTLEMENT
LOCATION:	SUNSHINE/FOOTSCRAY
REPORTING RELATIONSHIPS:	This position reports directly to Manager, Community Development and Support This position doesn't have any direct reports
EFFECTIVE DATE:	February 2025

Position Purpose

- To engage with Horn of Africa communities in Melbourne's West to better understand needs and existing responses in relation to family violence.
- To build community capability to recognise and respond to family violence.
- To build service system capability to provide culturally safe, responsive and effective services to people experiencing family violence.

Program Purpose

Working Together: strengthening family violence support with multicultural communities

Working Together is a new two year project funded by Family Safety Victoria and delivered by Jesuit Social Services in partnership with GenWest. The Capacity Building Practitioner is employed by Jesuit Social Services' Settlement Team and co-located part time with GenWest's Early Intervention Team to facilitate bi-directional learning and enhance the capability of both services to reduce and respond to family violence within Horn of Africa communities in Melbourne's West.

Duties of the position

- Contribute to the development and ongoing monitoring of a project workplan and associated KPIs.
- Design and deliver community consultation, engagement and capability building activities within the identified African communities in Melbourne's West.
- Design and deliver activities to build workforce capability and support integration between Jesuit Social Services' Settlement Team and GenWest's Early Intervention Team.
- Develop or update tools, templates and referral pathways as required to support the aims of the project.
- Support the maintenance of a successful organisational partnership.

Key Selection Criteria

1. Tertiary qualification/s and/or relevant experience in field.
2. Understanding of family violence dynamics and the specialist family violence service system.
3. Ability to communicate and build engagement and capacity with a range of stakeholders, including service providers, diverse communities and individuals with lived experience of marginalisation and family violence.
4. Knowledge of the issues impacting on multicultural communities and a commitment to culturally safe practices. Connection to community and/or fluency in a relevant community language desirable
5. Proven ability to work independently to drive initiatives with enthusiasm.

Key Performance Indicators

- Project activities are delivered in a timely, professional and accountable manner.
- Funding agreements, KPIs and reporting requirements are met.
- Relevant data is collected and stored appropriately.
- Stakeholder feedback is representative and positive.
- Compliance with all relevant legislation and organisational policy and procedure.

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework (program delivery roles)

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants based on mutual respect/or respectful relationships
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision (program delivery)

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Demonstrate an understanding the identity and ethos of Jesuit Social Services

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check

- Valid and current Australian Drivers License
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:
Leanne Acreman

Position Description Review Date:
February 2027