

## Position Description

<b>Position Title</b>	<b>Manager, Education &amp; Engagement</b>
<b>Position Status</b>	Full-time or part-time (minimum 0.8 FTE) / Ongoing
<b>MEA Classification</b>	Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 Social and Community Services Employee, Level 6
<b>Position Reports to</b>	Director, Education & Engagement (E&E)
<b>Position Supervises</b>	Senior E&E Coordinator and E&E Coordinators
<b>Date Reviewed</b>	April 2026

### About Women’s Legal Service Victoria

Women’s Legal Service Victoria (Women’s Legal) is a specialised and state-wide organisation that has been providing legal services and support to women since 1982. Informed by our intersectional feminist framework, we improve the legal system for victim-survivors of family and sexual violence through our integrated legal service, capacity building, advocacy and law reform. Our vision is for women and non-binary people to live free from violence and discrimination in a gender equitable society.

Women’s Legal is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all career stages, and we recognise the many roles played by women in their families and communities. We are committed to supporting our staff to build skills and knowledge for those looking for a change, and valuing the diverse expertise brought into our organisation.

### About our Education & Engagement Directorate

Our Education and Engagement team is a multidisciplinary team of staff with expertise in training design and delivery, capacity building, organisational change, project management, and legal service delivery.

Through our training and capacity building programs we deliver, we seek to strengthen sector wide capability to provide best practice services and support professionals to respond effectively to the needs of victim-survivors of family and sexual violence.

## Position Overview

The Manager, Education & Engagement leads the provision of high-quality best practice training and capacity building programs for community sector professionals working with people at risk or experiencing family violence.

They will build a team culture of excellence, collaboration, innovation and responsiveness to enhance Women's Legal's training programs focused on family violence and common legal issues experienced by victim survivors including issues in family law, migration and child protection.

This role will contribute to the organisation's strategic advocacy priorities and outcomes.

## Key Responsibilities

### 1. Program Management

- In collaboration with the Director, E&E, set the strategic direction of the community sector professionals training stream;
- Work alongside the Director, E&E to foster and strengthen Women's Legal's external stakeholder relationships;
- Manage the development, delivery and review of training and capacity building programs and projects to ensure their quality and that they are meeting objectives;
- Manage the development, delivery and review of legal training resources, to ensure their quality and accuracy;
- Responsible for the day-to-day management of the community sector professionals training stream, consistent with organisational values and goals;
- Provide subject matter expertise, strategic guidance, training, and professional development opportunities to E&E staff;
- Ensure E&E programs are consistent with best practice, meet funding obligations, and respond to the training needs of sector partners;
- Work alongside the Director, E&E, and peers to continuously review and improve E&E programs, using a variety of methods, in line with best practice and strategic and organisational priorities;
- Work alongside the Director, E&E to strengthen relationships with current funders and actively source new funding including expansion of for-fee training to further develop Women's Legal's E&E programs and projects; and
- As required, develop and deliver a small amount of training and capacity building in collaboration with the E&E team.

## 2. Staff Management

- Supervise members of the E&E team and support in the development of their education and engagement skills, knowledge and capacity to contribute to program and organisational goals.

## 3. General

- Lead and participate effectively in organisational strategic planning initiatives, policy and procedure development and projects to advance Women's Legal;
- Undertake identified professional development activities;
- Support reporting and acquittals to funding bodies;
- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect Women's Legal's intersectional feminist philosophy and values; and
- Perform other duties as directed and necessary for the proper performance of the role.

## Key Selection Criteria

### 4. Skills, Knowledge, and Behaviour

- Strategic thinking and program planning skills and the ability to foster these skills in others;
- Demonstrated skills in planning, designing, developing and implementing best practice training and workforce development programs, including the development of learning resources;
- Ability to lead a high performing team;
- Excellent collaboration skills with the demonstrated ability to collaborate effectively with colleagues and external stakeholders; and
- Demonstrated ability to be flexible and manage competing priorities, particularly whilst working in an environment of change.

### 5. Qualifications and Experience

#### Essential

- A tertiary degree in a relevant discipline; and
- Adult education, instructional design and experience in training development and facilitation.

#### Desirable

- Experience in delivery of training and educational programs that respond to and/or prevent family and sexual violence;
- Understanding of and ability to apply intersectional feminist frameworks.

## Values and Behaviours

Everyone who works at Women's Legal plays an important role in upholding our ethics outlined in the Code of Conduct and living our values. Together, we are:

**Authentic:** We are reliable, trustworthy, and transparent about how we work. We reflect on our work and take responsibility for our actions.

**Collaborative:** We are stronger when we work together. By sharing power and privilege with diverse voices, we achieve better outcomes. We respond to requests for help with generosity.

**Courageous:** We are brave, resilient and face challenges with integrity. We unapologetically advocate for our goals and back one another to take considered risks to increase our impact.

**Inclusive:** We believe respect, equality and opportunity must be afforded equitably and to everyone. We understand this will require critical reflection on where power lies and how it functions, and active effort to disrupt it.

**Purposeful:** Our services respond to the community, laws, and people we work with. We value curiosity and relish opportunities to improve our work.

## Intersectional Feminist Framework

### PRINCIPLE 1: Ongoing learning and humility

We commit to continually learning and evolving our understanding of how intersecting discriminations impact our clients, our people, communities and the legal system

### PRINCIPLE 2: Transforming and disrupting systems

We're not just about playing the game; we're about changing the game.

### PRINCIPLE 3: Complexity and marginalisation

We target our assistance to those with complex needs at the intersections of inequality and discrimination.

### PRINCIPLE 4: Trauma-informed

We believe that people are the experts of their own lives and are best placed to make decisions for themselves and their families.

#### **PRINCIPLE 5: Whole person dignity and respect**

We support the whole person through the development of systems change and law reform advocacy, as well as the delivery of multidisciplinary training and integrated services.

#### **PRINCIPLE 6: Power and accountability**

We acknowledge differences in power and work collaboratively to share power with our colleagues, clients, and stakeholders where appropriate. We reflect on our position of power and hold ourselves to account.

### **Workplace Health and Safety Obligations**

All staff have a responsibility to always display and promote safe actions in the workplace including:

- Participating in the development of a safe and healthy workplace;
- Complying with instructions given for their own safety and health and that of others, in adhering to safe work procedures;
- Cooperating with management in its fulfilment of its legislative obligations. Taking reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- To report any injury, hazard or illness immediately, where practical to their supervisor;
- Not place others at risk by any act or omission; and
- Not wilfully or recklessly interfere with safety equipment.

### **National Criminal History Check**

All successful candidates will be required to produce a national criminal history check prior to the commencement of their employment.

*Disclosure of a criminal record does not necessarily preclude appointment by Women's Legal, but if needed, we invite applicants to address this issue early in the application phase. Should a criminal record disclosure be advised by a candidate, Women's Legal will endeavour to provide clarity over whether the conviction would preclude a candidate from being able to carry out the position duties.*

Please note, all staff employed by Women's Legal Service Victoria are required to comply with Section 121 of the Legal Profession Uniform Law.

## **Equal Opportunity Employer**

We recognise our work benefits greatly from the unique knowledge, skills, and expertise of individuals with diverse experiences, including people who are Aboriginal and Torres Strait Islander, with disability, with lived experience of family and sexual violence, and from migrant, refugee, culturally and racially marginalised backgrounds.

If this is you, we strongly encourage you to apply.

Women's Legal relies on an exception under the *Equal Opportunity Act* to employ women only.