

POSITION DESCRIPTION



Prevention Coordinator: Communities

The Men's Project

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:	Prevention Coordinator - Communities
PROGRAM:	The Men's Project
LOCATION:	Metropolitan Melbourne and surrounding suburbs
REPORTING RELATIONSHIPS:	This position reports directly to Manager: Prevention in Communities. This position has no direct reports.
EFFECTIVE DATE:	May 2026

Position Purpose

- Applying knowledge and expertise in facilitation and groupwork to deliver engaging and effective workshops
- Ensuring the effective delivery and project management of key projects, from initial contact with a potential program partner, through co-design, delivery, evaluation and reporting.
- Applying knowledge and expertise in family violence prevention to enhance our programs and solidify our leadership in evidence-based approaches to addressing the drivers of gender-based violence particularly stereotypical masculine norms.

Program Purpose

The Men's Project is an initiative of Jesuit Social Services launched in 2017. It provides leadership on the reduction of violence and other harmful behaviours prevalent among boys and men, and builds approaches to improve their wellbeing and keep families and communities safe.

Our vision is for good men, respectful relationships and safe communities.

We will achieve this by:

- research to understand the behaviours and underlying attitudes of men and boys including related to violence, child sexual abuse and the well-being of men and boys themselves.
- promoting positive change around gender norms related to what it means to be a man in the 21st century as well as building skills to intervene to prevent violence; and
- developing innovative ways to stop cycles of violence and harmful behaviour among boys and men.

Current priorities for The Men's Project include:

- drawing on our Man Box research and child sexual abuse prevalence study, building a greater understanding of perpetration including opportunities for prevention and early intervention;
- supporting people who work with men and boys every day (e.g. teachers, sports coaches, social workers) to prevent violence and improve the well-being of men and boys;
- developing new early intervention approaches with adolescents at-risk of using violence;
- strengthening early intervention responses for adults and young people to prevent child sexual abuse; and
- drawing on our grounded practice experience, advocating for systemic changes that seek to prevent violence and child sexual abuse.

The Men's Project builds on Jesuit Social Services' over 45 year engagement with boys and men in trouble, but it also involves us leading new work to reduce violence, to improve the wellbeing of boys and men, and to keep families and communities

Duties of the position

Core duties:

- Leading or contributing to the development, management, delivery, and reporting for a range of concurrent primary prevention projects across a variety of settings, including male dominated industries, such as construction.

- Facilitating/co-facilitating workshops with key groups (e.g. local council workforce, community members) and be involved in related activities including meetings with stakeholders
- Contributing to the continuous improvement of workshop content, resources, practice approaches and processes.
- Building and maintaining effective relationships with partners, funders, and other key stakeholders.
- Supporting management with identifying and pursuing partnership and funding opportunities.
- Documenting and sharing knowledge about what works to shift attitudes and behaviours towards healthier expressions of identity

Key Selection Criteria

- Tertiary qualification/s and/or relevant experience in field
- Experience in delivering violence prevention programs – or transferable experience in social work, community development, health promotion or men’s behaviour change.
- Skills and experience in facilitation, public speaking/ presentation and related content development.
- Knowledge of prevention of family violence and masculinities and a commitment to gender equality and the prevention of men’s violence against women and children.
- Highly organised and skilled in project management, including managing a number of concurrent projects from initial contact through design, delivery, evaluation and outcomes reporting.
- Excellent interpersonal and stakeholder engagement skills.
- Qualities and capabilities that demonstrate curiosity and creativity, with an ability think innovatively and be proactive.

Key Performance Indicators

- Evidence of effective prevention activities including facilitation of workshops and groups, , e.g. increasing requests for service, positive feedback from partners and participants.
- Evidence of successful project management, e.g. projects delivered on time and on budget
- Evidence of a contribution to the development and continuous improvement of The Men’s Project’s primary prevention and community engagement programs e.g. content created or refined
- Timely and satisfactory completion of all administrative and reporting duties associated with the position.

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
- 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.
- 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

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- 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:
Jenny Wing, General Manager

Position Description Review Date:
July 2027