



WORK WITH US

Towards a community free
from family violence.

RFVP Project & Partnership Coordinator

Key Details

Location	Ringwood, hybrid options welcome	Remuneration	\$110,102 - \$114,983 pro rata Not for profit salary packaging available
Employment Type	Part-time (0.8FTE) Ongoing role	Classification	SCHADS Award Social and Community Services Employee Level 6
Reports to	Principal Strategic Advisor, Regional Family Violence Partnership	Direct reports	Partnership Communications Administrator

What we offer

- We are a welcoming, supportive and inclusive team, driven by a shared vision of **a community free from violence where everyone is safe**
- We walk the talk on inclusion: **bring your whole self to work**
- We believe in **lifelong learning** and support our people to engage in professional development
- We embrace **flexibility and hybrid working** - whilst we believe some time together in person is critical (and the amount varies depending on your role), we know balancing life and work is important
- We have great benefits like **paid parental leave, EAP and wellbeing programs**

About the job

Family Violence Regional Integration Committees (FVRICs) are locally based governance structures that provide strategic leadership to drive effective cross-sector work to address family violence, sexual violence and violence against women. Their focus is to identify barriers to service integration and to support the local implementation of family violence initiatives designed to improve service provision or strengthen integration.

The FVRICs play a key strategic leadership role in developing, sustaining and continuously improving an effective family violence service system. They do this by understanding the local context, fostering collaboration across key agencies and undertaking activities that strengthen system integration at both the local and state level. Under the leadership of the Principal Strategic Advisor (PSA), the RFVP creates an authorising environment for collaboration, enabling connections across organisations and helping to create strong cross-sector relationships that strengthen our local service system. The work of the partnership is driven by the Systems Leadership Group and supported by an Implementation Committee.

The Inner and Outer Eastern Melbourne Regional Partnership is made up of over 50 highly engaged member agencies from a range of sectors across the two regions, who work together as part of this collaborative and strategic partnership. Members include lived experience advocates, as well as a broad representation of organisations that include specialist family violence specialist services, sexual assault services, health, mental health, primary prevention, child and family services, justice and legal, homelessness, ACCO and disability sectors. The partnership works to identify and implement creative solutions to address barriers to regional integration and to support the implementation of Victorian government family violence reforms.

The Project & Partnership Coordinator is part of a small RFVP team, they provide support to the RFVP administrator and report to and work collaboratively with the Principal Strategic Advisor. FVREE is the auspice organisation for this role and provides employment and organisational support.

The Project & Partnership Coordinator is accountable to the partnership to lead and coordinate assigned projects, support partnership activities, facilitate communication, and contribute to strategic outcomes (as outlined in the partnership's strategic plan). The role requires strong organisational skills, project management expertise, stakeholder engagement capability, and a commitment to trauma-informed, culturally safe, and inclusive practice.

Your responsibilities

<p>Project planning and management</p>	<ul style="list-style-type: none"> ▪ Scope and conceptualise projects collaboratively with a range of diverse, cross-sector partnership members ▪ Coordinate the planning, implementation, monitoring and evaluation of partnership projects ▪ Develop project planning documentation including timelines, deliverables, reporting requirements and budget tracking ▪ Support the evaluation of partnership projects and initiatives aligned to the Statewide Outcomes Framework ▪ Prepare project documentation including reports, briefs, presentations, meeting papers and action plans.
<p>Partnerships and stakeholder collaboration</p>	<ul style="list-style-type: none"> ▪ Work with diverse partnership members to strengthen partnership and collaboration with RFVP members ▪ Work closely with Lived Experience Advocates to support them to bring their expertise to a range of different processes and mechanisms within the RFVP (including through supporting their engagement in meetings) ▪ Consult with and work collaboratively with member agencies to identify issues, gaps, priorities and solutions to support stronger integration and drive local service improvement ▪ Coordinate meetings, working groups, training, consultations, and partnership activities ▪ Work collaboratively with the Principal Strategic Advisor and the Independent Chair to support effective operation and governance of the partnership structures, policies and processes. ▪ Review and develop resources to support the work of the RFVP as required, including practice guidelines, companion tools and other resources.
<p>Planning and analysis</p>	<ul style="list-style-type: none"> ▪ Work in conjunction with the Principal Strategic Advisor to support the delivery and implementation of the RFVP Strategic Plan and meet all planned outcomes of the 12-month Action Plans ▪ Develop policy submissions and recommendations to government on behalf of the partnership to support systemic reform ▪ Provide expert advice, insights and reporting on emerging family violence issues, policy and opportunities for innovation ▪ Maintain current and specialist expertise in family violence, including Victorian family violence reforms, legislation, policy, research and best practice, and apply this expertise to support the RFVP governance groups, RFVP partner organisations, and Principal Strategic Advisor
<p>Administration & Reporting</p>	<ul style="list-style-type: none"> ▪ Provide high level administrative support to partnership governance structures and committees including preparing agendas, meeting papers and minutes ▪ Develop key assets including toolkits, newsletters and social media ▪ Plan and coordinate RFVP events ▪ Support partnership-wide and RFVP specific data collection, evaluation activities, and funding acquittals

	<ul style="list-style-type: none"> ▪ Prepare reports to meet internal and external reporting requirements ▪ Represent the RFVP on reference/steering groups, consultations and other external meetings as required
<p>Safeguarding children and young people</p>	<ul style="list-style-type: none"> ▪ Promote and provide a welcoming and safe environment for any children and young people you interact with at work ▪ Act as a positive role model and interact with children and young people in a safe way ▪ Support children and young people to express their culture and enjoy their cultural rights ▪ Report any suspicions, concerns, breaches of policy, allegations or disclosures of alleged abuse by FVREE people or external individuals to your manager and the Safeguarding Officer, including any incidents of racism.

To succeed in this job you will need the capability to

- Lead and coordinate projects, balancing priorities, timelines, deliverables and stakeholder expectations to achieve agreed outcomes.
- Provide specialist advice and lead work to strengthen MARAM alignment, service integration, and partnership practice.
- Communicate effectively and build trusted, collaborative relationships across diverse stakeholders.
- Apply intersectional feminist, systems and trauma-informed approaches in your work.
- Work flexibly and creatively, with sound judgement, initiative, attention to detail, and strong analytical and problem-solving skills.
- Prepare high-quality reports, briefs and strategic documents.

These are the personal characteristics we're looking for

- Strategic, intuitive and solutions-focused.
- Flexible, collaborative and inclusive.
- Empathetic, emotionally intelligent and approachable.
- Curious, reflective and committed to learning.
- Demonstrates a high level of personal and professional integrity, persistence and a commitment to shared outcomes.

You'll need these qualifications and/or experience

- Relevant tertiary qualifications in social work, social or behavioural science or other relevant discipline or at least 5 years' work experience in the family violence or related sectors
- Experience in working within a partnership, systems, or integration focused role
- Experience in working within or alongside the specialist family violence sector
- Experience in managing projects from initiation to completion
- Ability to work collaboratively within multidisciplinary and cross-sector environments

Core Capabilities

Everyone at FVREE needs these capabilities to succeed:

Sector and Organisational Purpose & Values	<ul style="list-style-type: none"> ■ The skills required to uphold our values, reflecting the purpose of the family violence sector. Having a sound understanding of the family violence sector including key frameworks and how they apply to the services we deliver.
Leadership and Teamwork	<ul style="list-style-type: none"> ■ The skills necessary to work effectively as part of a team, both as a team member and leader. The ability to positively engage with others, collaborating and sharing knowledge and information. As a leader, having the capability to provide guidance, coaching and expertise that is adapted to the needs of the team.
Client Centricity	<ul style="list-style-type: none"> ■ The capability to put the client's interests at the centre of all decision making and having an understanding of their needs and challenges.
Personal and Professional Accountability	<ul style="list-style-type: none"> ■ The capability to be responsible and accountable for personal and professional actions, the actions of your team, and the actions of the organisation as a whole.
Communication	<ul style="list-style-type: none"> ■ The capability to communicate clearly, actively listen to others, and respond with understanding and respect across all forms of communication.
Innovation and Change	<ul style="list-style-type: none"> ■ The capability to be flexible, deal with ambiguity, and be ready to respond to the changing needs of clients, the organisation and the sector through thinking creatively and critically to promote continuous improvement. The ability to support, promote and champion change and assist others to engage with the change process.
Problem Solving	<ul style="list-style-type: none"> ■ The capability to solve problems in an organisational context, demonstrating the skills required to think laterally and address emerging issues in a proactive manner.
Emotional Intelligence	<ul style="list-style-type: none"> ■ The capability to recognise and understand emotions in yourself and others and having the ability to regulate them and adapt behaviours accordingly to respond effective. This includes the ability to support the resilience of your team and the organisation, in the face of sensitive matters and challenging circumstances.

Other important things to know

- A probation period of 6 months applies from when you join FVREE
- You will need to get some safety screening checks before starting in the role:
 - A national criminal history (police) check renewed every 3 years
 - An international criminal history certificate (if you've lived overseas for 12 months or more in the last 10 years)
 - A Working with Children Check (renewed every 5 years)
 - A current Victorian Drivers Licence
- If you choose a hybrid working option, you'll need to have your own home office safely set up with equipment like a computer or laptop, desk and ergonomic chair.
- We take safeguarding children and young people seriously. In addition to our standard Code of Conduct, you will be required to sign and comply with our Children and Young People Code of Conduct which will be provided to you when you commence employment.
- This position description is a guide and reasonable additional duties may be requested