



Position Description

Position Title	Education and Engagement Coordinator
Position Status	Full-time / Ongoing
Salary	\$104846 per annum + superannuation
MEA Classification	Level 5 Victorian CLC Multi-Enterprise Agreement 2024-2027
Position Reports to	Manager, Education and Engagement
Position Supervises	Nil
Date Reviewed	28 May 2026

About Women's Legal Service Victoria

Women's Legal Service Victoria (Women's Legal) is a specialised and state-wide organisation providing services and support to women since 1982. Informed by our feminist practice, 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 women's participation in employment through building skills and knowledge for those looking for a change, and valuing the diverse expertise brought into our organisation.

Our Culture

We're continually building on our culture of inclusivity, collaboration and safety so our teams and individuals thrive. We value diversity, build empathy and consider impact to foster belonging and create equity.

About our Education and Engagement team

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.

To develop and deliver best practice training and capacity building for legal professionals working with people at risk of or experiencing family violence.

Key Responsibilities

1. Training, Education and Capacity Building

- Work collaboratively with other members of the Education and Engagement team and other Women's Legal staff to develop and deliver evidence-based, best practice family violence, family law, migration and/or child protection legal training and education programs, including working on the development of e-learning packages;
- Deliver quality training and education programs to a broad range of professionals;
- Collaborate with partner organisations to consult, develop and deliver training, education and capacity building that meet the needs of women experiencing family violence and strengthen women's capacity to exercise their rights and make informed decisions about their relationships and other legal issues.

2. General

- Participate effectively in organisational planning initiatives, policy and procedure development and projects;
- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect Women's Legal's feminist philosophy and values.
- Perform other duties as directed and necessary to the performance of the role.

Position Requirements

1. Skills, Knowledge, and Behaviour

The following skills are required to be demonstrated:

- Ability to plan, design, develop, implement and evaluate best practice education and training programs, including the development of learning resources;
- Strong project management skills, including setting priorities, planning and organising work;
- Applied strategic and systemic thinking and the ability to foster these skills in others;

- Design and deliver effective competency-based training;
- Excellent oral and written communication and interpersonal skills;
- Ability to work collaboratively in a team environment and with subject matter experts;
- Ability to effectively network with a range of stakeholders;
- Able to undertake occasional travel to several locations;
- Demonstrated ability to be flexible, particularly whilst working in an environment of change; and
- Understanding of and ability to apply an intersectional feminist framework.

2. Qualifications and Experience

The following qualifications and experience are required for the position:

- Experience in training development, facilitation and continuous improvement within a family violence and/or family law context; and
- Experience in project management and stakeholder engagement.

Desirable

- A tertiary degree in law and legal practice experience in family law or family violence law and/or a tertiary degree in social work and practice experience in family violence.
- Experience in delivery of education programs that explain legal matters, the law and/or legal systems; and
- Ability to use and operate a Learning Management System.

We recognise our work benefits greatly from the unique knowledge, skills and expertise of individuals with diverse experiences. These include those with lived experience of family violence, Aboriginal and Torres Strait Islander people, women with disability and women from migrant, refugee or non-English speaking 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.

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:

Inclusive: We actively listen and ensure that marginalised voices are centred in every forum we create.

- We ask about accessibility needs and adjust where possible
- We centre people's input into things that affect them; and
- We ask what voices are being heard, who holds power and create spaces to amplify marginalised voices.

Purposeful: Our work leads us to achieve our strategy. We invest in learning and continuous improvement to achieve our impact.

- We are clear about the "why" and prioritise actions that help us achieve our strategy.
- We are clear in our roles and responsibilities and take accountability for meeting these requirements.
- We use data, lived experience; and professional judgement to make decisions that maximise impact.

Courageous: We take the challenging path to learn, grow and achieve our strategy.

- We have challenging conversations to understand, find common ground, and promote change including with people in positions of power
- We are brave and challenge ourselves, even when it feels uncomfortable; and
- We are committed to learning from our wobbles and using them as opportunities for growth.

Collaborative: We value and actively foster involvement of a diversity of views, experiences and expertise to work together to achieve better outcomes.

- We use open communication, clear processes and dedicated time to build collaborative and trusting working relationships
- We consider the power, roles, styles and needs of those involved in collaboration; and
- We are generous in sharing successes and learnings, acknowledging everyone's efforts and contributions.

Authentic: We are honest and accountable. We seek to learn from our successes and failures

- We are honest about our capacity, skills and knowledge and are open to receiving feedback; and
- We do what we say we will do and take accountability for our actions and we ask for help when we need it.

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.

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

Equal Opportunity Employer

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