



Position Description

Prevention and Community Education Coordinator

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QSAN Secretariat

118 Charles Street, Aitkenvale, Townsville Qld 4814

Telephone: 0482 061 726

Email: secretariat@qsan.org.au

Strengthening sector, supporting survivor voices, driving change



Position Description – Prevention and Community Education Coordinator

Position Title:	Prevention and Community Education Coordinator
Terms:	Permanent full-time, (4 days per week considered)
Pay Award and Classification:	SCHADS Award Level 6
Reporting to:	Director of Services and Member Engagement
Location:	This role can be based anywhere in Queensland.

ABOUT QSAN

The Queensland Sexual Assault Network (QSAN) are the leading, independent, funded Sexual Violence Peak Body for specialist sexual violence support and prevention services in Queensland. Our membership are located across Queensland including specialist services in regional and rural locations. QSAN are committed to working alongside and centering the voices of survivors of sexual violence, and engaging collaboratively with specialist services, organisations, and communities for the prevention of sexual violence.

As the Sexual Violence Peak Body for Queensland, QSAN implements a range of innovative activities to achieve our aims and objectives including:

- statewide consultation and coordination of service responses;
- systemic advocacy and engagement in policy, program and legislative reform processes;
- sector leadership and capacity building of specialist services;
- workforce development, practice forums, and professional training;
- social action, community engagement, education, early intervention and prevention work; and
- statewide, national and international partnerships to advance community-led responses to sexual violence and other initiatives that improve outcomes for survivors of sexual violence.

QSAN was formed as a statewide network in 2002 and have long held the vision and commitment to develop as a funded Sexual Violence Peak Body. At the heart of QSAN's work is the strength and diversity of our membership base and the importance of providing opportunities for connection, peer support, and the development of communities of practice to promote shared learning and collective impact. QSAN recognise the significant and innovative work that members undertake in responding to meet the needs of survivors of sexual violence in Queensland, and we will continue to lobby and advocate to see member services appropriately resourced and supported to fulfill this vital work.

QSAN are committed to upholding and promoting the rights of children and we represent services who are Child Safe Organisations, as defined under the Queensland Child Safe Organisations Act 2024. We are committed to upholding and promoting the safeguarding of children, young people, and vulnerable adults accessing specialist sexual violence support services, and through our governance and culture.

QSAN maintains that all forms of sexual violence are unacceptable in any circumstance. Sexual violence is a serious crime and a violation of human rights. Sexual violence affects people of all ages, all cultural backgrounds, and all genders, including women, men, trans, non-binary and gender diverse people. Every person has the right to safety, dignity, and autonomy. QSAN upholds an affirmative model of consent that involves ongoing communication to ensure that individuals are freely and enthusiastically consenting to participate in a sexual activity. Sexual consent can never be assumed, nor obtained through force, threats, intimidation, or coercion of any kind. Consent can also be withdrawn by individuals at any time, and their choices must be respected.

Position Summary

The Prevention and Community Education Coordinator will lead QSAN's prevention, community education initiatives and implement the QSAN lived experience participation program. The role will develop a QSAN statewide prevention framework built on frontline and grassroots community experience from QSAN member services that will build prevention capability across the sector and also be involved in statewide community education that increases awareness of sexual violence, challenges harmful attitudes and promote timely access to specialist support. The role will help develop and coordinate evidence-informed prevention activities that support community-led action and engage diverse communities



across Queensland, implement the lived experience participation program and develop, coordinate and delivers practical statewide education resources.

Working collaboratively with QSAN members, community organisations, industry partners and lived experience groups, the role supports local, culturally safe and accessible prevention responses that are grounded in feminist, trauma-informed and intersectional principles. It also gathers and synthesises practice insights from across the state to inform QSAN's statewide prevention priorities, policy and advocacy work.

QSAN employees are expected to work in alignment with QSAN's mission, values, and feminist practice framework, and to contribute to a collaborative, inclusive, and reflective organisational culture.

QSAN requires its employees to demonstrate a commitment to and alignment with the QSAN mission statement and philosophy. QSAN employees are expected to:

- Utilise intersectional feminist and social justice principles in practice.
- Actively contribute to teamwork and team care.
- Utilise collaborative decision-making processes, which requires a high degree of participation, communication, and personal responsibility.
- Utilise consultative and transparent processes.
- Actively reflect on their own practice, foster trust and respect, and contribute to the ongoing improvement of QSAN service provision and processes.

In addition, QSAN employees are also expected to:

- Align personal performance to the Strategic and Operational Plans, relevant funding agreements, this position description and as directed by your line supervisor or the management team.
- Ensure compliance with all legislation, regulations, contracts, and quality assurance standards applicable to the organisation.

QSAN employees are also required to comply with all QSAN policies and procedures.

Key Responsibilities and Outcomes

Prevention and Community Action

- Lead the identification of statewide and local prevention priorities with QSAN member services, and provide advice on prevention planning, implementation and review and develop a QSAN prevention framework.
- Work alongside member services and community partners to strengthen grassroots, community-led and place-based action to prevent sexual violence.
- Assist services to design, adapt and implement prevention activities, resources and community engagement approaches that are locally relevant, culturally safe and accessible.
- Build partnerships with relevant community groups, agencies and services for the purpose of sharing / delivering educational resources.
- Develop practical tools and resources that support grassroots prevention action across diverse Queensland communities
- Where appropriate, engage lived experience perspectives in the design and delivery of sexual violence prevention activities.
- Work closely with the Director of Services and Member Engagement and the Lived Experience Consultant to implement the Lived Experience participation plan.
- Promote safe, ethical and inclusive engagement practices.
- Identify opportunities for preventative campaigns that align with QSAN's strategic objectives.



Community Education and Awareness

- Develop and deliver statewide community education initiatives that promote understanding of sexual violence and available support services.
- Produce accessible, culturally responsive resources and materials to support these initiatives.
- Support the development of public awareness campaigns in collaboration with QSAN communications officer.
- Engage with subject matter experts to ensure all resources and materials are evidence-based and best-practice.

Program Coordination and Delivery

- Gather, document and synthesise insights, practice examples, challenges and emerging issues from local prevention work across member services and communities.
- Use local practice knowledge to inform QSAN's statewide prevention priorities, policy development, advocacy and sector development activities.
- Collaborate with QSAN's Services and Member Engagement team to ensure grassroots perspectives are included in reporting, submissions, briefings and other organisational outputs.
- Coordinate logistics, scheduling and delivery of education sessions and events.
- Maintain accurate records of participation, feedback and outcomes.
- Support evaluation and continuous improvement of education programs and initiatives focusing on both local and statewide prevention activities.

Sector and Stakeholder Engagement

- Work collaboratively with QSAN members to support local education and prevention efforts.
- Attend sector forums, working groups and communities of practice as required.
- Work collaboratively with the Director of Services and Member Engagement to identify partnership opportunities to expand reach and impact of education and prevention strategies.
- Implement the Lived Experience Participation Program.

Organisational Contribution

- Contribute to planning, reporting, and continuous improvement activities.
- Maintain accurate records of training activities, participation and outcomes to support evaluation of community education initiatives.
- Support cross-team collaboration and organisational initiatives.

Professional skills and knowledge

- **Prevention Frameworks:** Understanding of primary prevention, behaviour change principles and national/state sexual violence prevention strategies.
- **Community Education:** Ability to design and deliver community education programs tailored to diverse audiences.
- **Sector Knowledge:** Understanding of sexual violence, gender-based violence, trauma informed practice, and feminist frameworks.
- **Communication and Facilitation:** Strong communication skills and the ability to build and maintain relationships with diverse stakeholders.
- **Resource Development:** Ability to produce accessible, culturally responsive education materials and campaign content.
- **Program Coordination:** Ability to plan, coordinate and report on training activities and community education and prevention initiatives.
- **Stakeholder Engagement:** Ability to build collaborative relationships with member services, education partners and lived experience groups.
- **Ethical Practice:** Commitment to safe, ethical, and inclusive engagement with victim-survivors and lived experience contributors.

ESSENTIAL REQUIREMENTS

1. Tertiary qualification in a relevant discipline (e.g. human services, social work, community development,



education).

2. Minimum 3 years' experience working in a similar role (previous work in or with peak bodies and / or specialist sexual violence sector highly regarded).
3. High level of computer literacy, including working knowledge of standard Microsoft Office 365 suite + systems.
4. Completion of a successful National Police Check upon successful offer of position.

KEY SELECTION CRITERIA

1. Demonstrated experience in gender-based prevention programs, community engagement and the delivery of community education, training, or with a focus on locally-led / grassroots initiatives.
2. Experience gathering and analysing local practice insights, community knowledge or service learnings and identifying key themes to inform reporting, planning, advocacy and / or strategic actions.
3. Experience implementing Lived Experience participation frameworks and leading Lived Experience engagement relevant to the Sexual Violence sector.
4. Strong communication and facilitation skills, with the ability to engage diverse communities.
5. Understanding of sexual violence, gender-based violence, trauma-informed practice, and feminist frameworks.
6. Experience developing accessible, culturally responsive education materials or campaign content.
7. Ability to build partnerships with diverse stakeholders including member organisations, community services and lived experience groups.
8. High level organisational skills, including program coordination and evaluation skills and the ability to consistently meet deadlines.

Desirable

1. Cert IV Training and Assessment (or similar)
2. Experience working on prevention and / or behaviour change campaigns.
3. Knowledge of Queensland's sexual violence service system.

To Apply:

If you are interested, please submit a cover letter addressing key selection criteria and essential requirements and a CV with two referees via Ethical Jobs.

If you have any questions or would like to arrange a confidential discussion about the role please contact hr@gsan.org.au.

This role will remain open until filled. We will be shortlisting and interviewing candidates as applications are received.