



Position Description

Workforce and Sector Development Coordinator

2 June 2026

QSAN Secretariat

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Position Description – Workforce and Sector Development Coordinator

Position Title:	Workforce and Sector Development 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 Workforce and Sector Development Coordinator leads initiatives that strengthen capability, consistency and quality across Queensland's specialist sexual violence support services. The role designs, coordinates and delivers workforce development programs, practice forums and sector training in collaboration with sector partners and aligned with QSAN's strategic priorities.

Working closely with QSAN members, subject matter experts and lived experience groups, the role supports a skilled,



sustainable, and inclusive workforce. This position requires strong facilitation skills, an understanding of specialist sexual violence practice and a commitment to feminist, trauma-informed, and intersectional approaches.

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

Workforce Capability Development

- Develop and implement a statewide workforce development plan for specialist sexual violence services.
- Identify capability gaps, training needs and emerging workforce issues across the sector.
- Design and support the delivery of training, workshops and professional development activities in collaboration with other relevant agencies eg. WorkUp.
- Develop practice resources, guidelines and tools to support workforce capacity building.
- Engage with subject matter experts to ensure all training, resources and materials are evidence-based and best-practice.

Sector Development and Coordination

- Coordinate communities of practice and sector networking events.
- Facilitate knowledge sharing and collaboration across QSAN member organisations (including support/associate members).
- Engage with other sexual violence support services or community service organisations to deliver training to improve practice.
- Contribute to the development and implementation of practice standards, data collection and quality improvement activities.

Sector and Stakeholder Engagement

- Build strong, collaborative relationships with QSAN members, training providers (e.g. WorkUp), government agencies and other community organisations.
- Attend sector forums, working groups, communities of practice and lived experience engagement activities as required to ensure training reflects diverse perspectives.



Membership Engagement and Support

- Work collaboratively with the Director of Services and Member Engagement to implement regular and consistent engagement activities with QSAN members.
- Contribute to regular consultation sessions with QSAN members to identify key issues and concerns to inform workforce development priorities.

Organisational Contribution

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

Professional skills and knowledge

- **Workforce Capability Building:** Knowledge of adult learning principles and workforce development methodologies.
- **Training design and facilitation:** Ability to design, deliver and evaluate training programs, workshops and communities of practice.
- **Program Coordination:** Ability to plan, coordinate and report on training activities and sector development initiatives.
- **Sector Knowledge:** Understanding of sexual violence, gender-based violence, trauma-informed practice, and feminist frameworks.
- **Communication:** Strong verbal and written communication skills and ability to present to diverse groups.
- **Stakeholder Engagement:** Ability to build collaborative relationships with member services, training 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 workforce development, training or capability building within a related field or sector.
2. Strong facilitation and presentation skills, with the ability to engage diverse audiences.
3. Understanding of sexual violence, gender-based violence, trauma-informed practice and feminist frameworks.
4. Experience designing materials that enhance learning and professional development activities.
5. Ability to work collaboratively with diverse stakeholders including lived experience groups, subject matter experts and member organisations.
6. High level organisational skills with the ability to manage competing priorities and consistently meet deadlines.

Desirable

1. Cert IV Training and Assessment (or similar)
2. Experience working with or alongside people with lived experience.
3. Experience developing e-learning and / or blended training programs for community services workforce.
4. Knowledge of Queensland's sexual violence service system and the unique challenges facing regional and remote workforces.

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.