

Job description

Job title: Project Manager - Good Practice Guidelines

Job share: N/A

SCHADS level: 7.1

Reporting to: Sector Development Manager

Employment basis: 0.8 FTE on a 12-month fixed term contract to 30 June 2027

Direct reports: Project Officer



About us

We are the peak body for specialist domestic and family violence (DFV) services in NSW.

Working alongside over 200 member organisations across the state and diverse lived expertise advisory groups, we aim to improve policy, legislative and program responses to domestic and family violence through advocacy and collaboration, while promoting good practice and primary prevention.

We come to work each day to help realise a joint vision of a world where women, families and communities in NSW live free from violence, have equal rights, equal opportunities and the freedom to reach their potential.

We care deeply about creating a workplace where our team members feel valued, respected and empowered.

We're a collaborative, agile, and high-performing team that works hard and supports one another. We ask for your best – and in return, we offer flexible working arrangements, salary packaging, ongoing training and professional development, mentoring opportunities, dedicated wellbeing programs, and the chance to learn from and contribute to a team of passionate, talented professionals.



About the role

OVERVIEW

This exciting new position has been created to lead the development of the third edition of the DVNSW Good Practice Guidelines.

This role will suit someone with a can-do attitude with strong organisational and communication skills coupled with learning and development experience in a DFV context. It requires expertise in research, consulting, report writing and delivering high quality resources and support materials as well as having an in-depth knowledge of the drivers of gendered violence.

The role will focus on end-to-end project management with the support of one direct report overseeing the Good Practice Guidelines to align with the new Quality Standards Framework in consultation with the specialist DFV sector. This project will also deliver four established Intersectionality focussed Community of Practice Sessions and provide ongoing support to the Quality Standards First Nations working group.

Success measures in this role include:

- Delivery to the project plan on time and on budget
- Successful delivery of the Good Practice Guidelines V.3
- Successful consultation with key stakeholders including members
- Delivery to contractual funding or grant requirements and reporting
- Demonstrated leadership of team member and contribution to organisational performance
- Positive stakeholder feedback

RESPONSIBILITIES

This role is responsible for the management and delivery of the DVNSW Good Practice guidelines including:

Project management

- Develop a clear project plan including key milestones and deliverables
- Manage the project from end to end to deliver to the contracted project outcomes and timelines
- Facilitate and attend meetings with DCJ and prepare project reports and updates

Research, Analysis and reporting

- Conduct an in-depth desktop analysis to align the Good Practice Guidelines with the Quality Standards for Domestic and Family Violence Services to produce a consultation draft
- Use consultation findings to identify gaps and integrate feedback to input into the updated draft of the Good Practice Guidelines: 3rd Edition
- Collect and report on data regarding the outputs and outcomes of the project
- Draft, review and provide feedback on documents and resources

Content Development

- Design easy-to-read and accessible version of the Good Practice Guidelines: 3rd Edition and preparation for launch and pilots.
- Develop or source materials to support the Good Practice Guidelines for practitioners and organisations
- Develop content in multi-media formats in collaboration with the Sector Development Manager and Comms team for member portal/ learning management systems

Consultation

- Consult with the NSW DFV sector on the draft, ensuring an intersectional and inclusive approach. (predominantly via online consultation including via focus groups)
- Convene the First Nations Working Group meetings throughout the life of the project
- Consult with stakeholders on the updated draft to produce the Good Practice Guidelines: 3rd Edition
- Liaise with relevant Government stakeholders
- Convene four quarterly Intersectionality for Early Career Workers Communities of Practice with outputs to inform the GPG development and development of resources for the Sector

Leadership

- Manage one direct report, providing regular line management supervision and support to delivery on their work plan
- Work collaboratively across the wider team, providing updates, facilitating input and utilising internal resources effectively

- Role model leadership behaviours aligned to DVNSW's organisation values and DVNSW's leadership principles



Skills and experience

QUALIFICATIONS AND EXPERIENCE

Industry experience

- Experience in the domestic and family violence services sector or allied sector
- Experience in a learning and development or similar role in a not-for-profit organisation
- Understanding / experience working in a membership or peak organisation

Required education/ experience

Bachelor's degree in relevant studies and/or at least four years' equivalent work experience in a similar role.

Required skills and behaviours

- Strong project management skills
- Advanced Microsoft 365, Excel, Word and Canva/ Adobe
- Design skills (desirable)
- Excellent attention to detail and accuracy
- Aligns to the values and vision of DVNSW
- Flexible and adaptable to work outside of core hours
- Can demonstrate strong problem-solving and decision-making ability
- Ability to prioritise in a fast-paced and demanding environment
- Understanding of trauma informed communication and response
- Be able to work autonomously
- To be able to treat sensitive information confidentially
- Always presents and conducts self professionally
- A sense of humour



Our values

An important part of our culture is that everyone understands and is accountable for what we are here to achieve. As such, the behaviour of everyone in the team should reflect the core values of our organisation:



Integrity

We stand up for what is right even when it's uncomfortable.



Leadership

We are innovative thought leaders that build relationships and take action to make a difference.



Respect

We support, recognise, value and empower others.



Intersectional feminism

We acknowledge and amplify the diverse voices and experiences of all women.

