



## Position Description

<b>Title</b>	Project and Communications Administrator
<b>Program</b>	Wimmera South West Family Violence Partnership (WSWFVP)
<b>Employment Type</b>	Part time (0.6 EFT) fixed term to 30 June 2027
<b>Reports to</b>	Principal Strategic Advisor - Wimmera South West Family Violence Partnership (WSWFVP)
<b>Work Location</b>	Warrnambool or Horsham
<b>Date of review</b>	July 2026

### The Sexual Assault and Family Violence Centre

The SAFV Centre is a community-based, not for profit organisation supporting communities primarily across the Barwon, Wimmera and Southwest areas of Victoria, with limited-service delivery in West Metropolitan Melbourne. We offer a range of specialist support services for people impacted by sexual and family violence as well as support services for victims of crime. These include:

- 24-hour crisis care for victims of recent sexual assault and family violence, including advocacy and access to medical care and justice services; intensive case management and court support for adults, young people and children who have or are experiencing family and sexual violence;
- therapeutic counselling and group programs for adults, young people and children who have experience family violence; and adults, young people and children who have experienced sexual assault (including support for non-offending family members and friends);
- access to high security crisis accommodation for adults, young people and children assessed as being at high risk of further harm; and early intervention services for children and young people under the age of 17 years who have engaged in problematic or abusive sexualised behaviours, and young people engaging in family violence behaviours, and
- practical assistance, advocacy, case management support and legal aid services for all victims of crime.

The organisation employs staff across the following areas: Southwest service areas include family violence case management, housing, Orange Door, after hours services, victim's assistance program and community legal service. Our Wimmera office provides sexual and family violence therapeutic services. The Barwon office provides services across a range of specialist family violence, sexual assault, victim assistance, training and prevention programs and corporate services.

### About WSWFVP

The Wimmera South West Family Violence Partnership (WSWFVP) is a voluntary partnership of organisations and agencies who work collaboratively at the systems-level to strengthen family and sexual violence early intervention, prevention and response.

One of 13 Family Violence Regional Integration Committees (FVRICs) across Victoria, our region includes 2 service systems encompassing 24% of Victoria and 10 local government areas, including the Shires of Northern Grampians, West Wimmera, Hindmarsh, Yarriambiack and the Rural City of Horsham in the Wimmera, and the Shires of Glenelg, Southern Grampians,

Moyne, Corangamite and the City of Warrnambool in the South West.

For further information about the WSWFVP refer to: [www.wswfvp.org.au](http://www.wswfvp.org.au)

## **Role Purpose and Accountability**

### **Purpose**

This position will provide high quality project, communications and administrative support for the Wimmera South West Family Violence Partnership (WSWFVP).

### **Key Position Responsibilities and Accountabilities**

- Provide efficient and collaborative project, communications and administrative support for the Wimmera South West Family Violence Partnership (WSWFVP).
- Undertake administration activities including meeting minute taking, purchasing and accounts administration.
- Assist with the compilation of regional systems-level family and sexual violence data and evidence, and the development of accessible resources for the sharing of data and evidence.
- Assist in the redesign of the WSWFVP website and undertake regular website maintenance and updates
- Coordinating newsletter content and publication
- Develop monitor and maintain membership database and undertake regular maintenance and updates subscriptions
- Support with training and event planning of key events / forums as required, including the design and development of content for presentations and collateral, as relevant.
- Monitor, research, draft and design social media content.

### **General Responsibilities**

- Participate in staff and program meetings, supervision, training and professional development.
- Ensure compliance with relevant legislation, policy, procedures and practice guidelines.
- Actively contribute to the development of a positive and high-performing organisational culture, including by identifying opportunities to improve teamwork practices.
- Participate in the continuous quality improvement of the SAFV Centre and the development of best practice.
- Contribute to an environment that is safe, welcoming, and inclusive for every child including taking seriously all concerns, complaints and allegations of abuse or suspected abuse against any child or young person.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.
- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure, our code of conduct and the code of the professional association of which the employee may be a member.
- Other duties as required.

### **Key Selection Criteria**

Your application must address the following:

#### **Essential Qualifications and Experience**

- Tertiary qualification or relevant experience in business administration, communications, marketing or related discipline.

- A minimum of 2 years' relevant experience in a similar role, preferably within the government and / or community services sector.

### **Essential Skills and Knowledge**

- Sound administration and coordination skills
- Experience in coordination, design and maintenance of websites and social media channels.
- Proficiency using Microsoft Office suite of products, including spreadsheets and databases.
- Strong relationship building, engagement and communication skills (verbal and written).
- Demonstrated ability to work autonomously and collaboratively, while adding value and contributing to a positive team and workplace culture.
- Excellent time management and organisational skills with an ability to meet tight deadlines with excellent attention to detail.

### **Organisational Values and Culture**

All staff at the SAFV Centre are expected to embody and promote:

- **Respect:** We value people, embrace diversity and demonstrate fairness. Honouring lived experience, autonomy, and self-determination.
- **Integrity:** We are open, honest and ethical. We are accountable for what we say we will do and for the impact of our actions.
- **Innovation:** We advocate for what can be and not settle for what is. We embrace new ideas and approaches that will make a sustainable difference.
- **Collaboration:** We work as a team, sharing ideas and expertise with each other and our partners. We trust and empower people, harnessing their strengths.
- **Commitment:** We are driven by our deep commitment to gender equality, social justice and human rights. We are passionate about improving the lives of our clients and inspired to achieve our goals.
- **Trauma-Informed Practice:** Recognising trauma impacts and resisting re-traumatisation
- **Safety:** Physical, psychological, and emotional safety for clients and staff

### **Referees**

Applicants must provide the name and current contact details of 2-3 professional referees including the most recent or current supervisor.

### **Period of Appointment**

This position is fixed term to 30 June 2027.

### **Hours of Work**

- The position is part time. 0.6 EFT.
- Location of the position is Warrnambool or Horsham, with regular travel to across the Wimmera South West region.
- Hours will usually be worked during business hours of 9.00am to 5.06 pm between Monday to Friday.
- The days are based on the needs of the service.
- Flexibility in working hours will be required from time to time as the need arises.

### **Salary and Conditions**

Annual salary range is as a Business Services classification, Level 2. Salary will be commensurate with experience and skills.

Industrial Instrument: The Sexual Assault & Family Violence Centre Enterprise Agreement 2023.

Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap. The Sexual Assault & Family Violence Centre is a Public Benevolent Institution.

Professional Development: Annual professional development budget and study leave provisions.

Superannuation: The employer will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

Probationary Period - 6 months with a review conducted during this time.

**Employee Responsibility – Mandatory prior to commencement**

Employee expense:

- Valid Working with Children Check
- National Police Records Check – renewed every 3 years of employment at employee expense
- Working rights in Australia

Qualification verification

**Other**

This position description is subject to review and may change in accordance with the needs of our organisation; including our operations, our clients and our stakeholders.

I, \_\_\_\_\_, have read and understood this position description and agree to the requirements of this role as set out by The Sexual Assault and Family Violence Centre.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_