



Position Description – Primary Prevention Lead Ballarat

Safe Futures Workplace Prevention Project

Reports to	CEO
Location	Ballarat, with workplace-based delivery and local community engagement
Remuneration	SCHADS Award Level 5.3, plus superannuation and salary packaging
Hours	Part-time, 0.6 FTE - 3 days per week, fixed term to 30 June 2028
Employment type	Fixed-term role attached to project funding and agreed deliverables
Direct reports	Nil, with responsibility for leading project content, workplace delivery and partner coordination, stakeholder management and the development of key relationships
Key delivery requirement	Design, deliver and embed a workplace prevention model across three workplaces within two years, with community engagement and mobilisation activities that support project outcomes

ORGANISATIONAL SUMMARY

Big Brothers Big Sisters Australia (BBBS) is a national not-for-profit delivering evidence-informed mentoring programs for young people experiencing adversity. The Ballarat mentoring program is a long-established community initiative with strong local partnerships and a demonstrated history of supporting vulnerable young people to build resilience, confidence, and positive pathways.

The Safe Futures Mentoring - Workplace Prevention Project brings together mentoring, workplace prevention and community engagement to address the gendered drivers of violence and strengthen safe, respectful relationships across Ballarat.

The project is funded for a defined period and must deliver practical, measurable outcomes in participating workplaces and the broader community. The role therefore requires a senior prevention practitioner who can move between strategy, content development, facilitation, partnership management, risk-aware practice and project delivery.

At Big Brothers Big Sisters Australia, we offer more than just employment — we provide an opportunity to be part of meaningful early intervention work that strengthens communities and changes young lives. We support flexible and family-friendly work arrangements.

POSITION PURPOSE

The Prevention Lead directs the design, delivery, adaptation and embedding of workplace-based primary prevention activities within the Safe Futures project. The role will translate frameworks including the gendered drivers of violence against women, and the Working Together with Men model into a practical workplace prevention approach that is relevant, engaging and accountable in mixed workplace settings. The role will be explicitly grounded in Our Watch's Change the Story framework and will focus on addressing the underlying gendered drivers of violence against women in ways that are practical, workplace-relevant and locally meaningful.

This role is not limited to "working with men". It will engage men as active and accountable prevention partners while also working with women and gender-diverse people to ensure the model is grounded in lived experience, workplace reality, gender equality, safety and shared action. The role will build capability across participating workplaces, support safe referral and response pathways, and contribute to community mobilisation linked to the mentoring model.

WHY THIS ROLE MATTERS

This role is central to ensuring Safe Futures Ballarat delivers more than one-off training. It will create a practical workplace prevention model, strengthen accountable allyship and shared action, connect workplace change with mentoring and community mobilisation, and leave BBBS and its partners with tools, learning and relationships that can continue beyond the funded period.

PROJECT OUTCOMES THIS ROLE IS ACCOUNTABLE FOR

- Develop a clear workplace prevention model, training package and practical resource suite that can be used across participating workplaces and adapted for future settings.
- Deliver the model with three workplaces within the project period, including planning, tailoring, facilitation, follow-up support and documentation of learning.
- Strengthen men's role as accountable allies and prevention partners while ensuring women's voices, safety, expertise and experience remain central to design and delivery.
- Build workplace capability to identify and challenge the gendered drivers of violence, including rigid gender norms, disrespect, sexism, unequal power and harmful workplace cultures.
- Support workplaces to move beyond awareness raising into practical behaviour, systems and culture change.
- Develop clear referral, disclosure and response guidance aligned with MARAM and local service pathways.
- Contribute to community engagement and mobilisation activities that connect workplace prevention with mentoring, local partnerships and broader community change.
- Support evaluation, reporting and sustainability so the model can be refined, evidenced and used beyond the funded period.

LEVEL OF RESPONSIBILITY

The position requires a high degree of professional judgement, autonomy and accountability. The role holder will work under broad direction from the CEO and in close partnership with the Mentoring & Project Coordinator, independent evaluator, workplace partners and specialist prevention advisors.

- Lead the specialist prevention content and practice approach for the project.
- Exercise sound judgement when delivering sensitive content and responding to resistance, disclosures, participant distress or workplace risk.
- Manage competing priorities across content development, partner relationships, delivery deadlines, evaluation and reporting.
- Represent BBBS with workplaces, community partners and local referral services in a professional, evidence-informed and culturally safe way.
- Make practical decisions where procedures are not fully defined, while escalating safety, ethical, reputational or contractual risks early.

KEY FOCUS AREAS

- Workplace prevention model design and content development (based on Our Watch's gendered drivers)
- Adaptation of Working Together with Men for workplace and mixed-gender settings
- Workplace engagement, relationship management and delivery
- Facilitation, capability building and support for action
- MARAM-aligned referral and response pathways
- Community engagement, mobilisation and mentoring integration
- Evaluation, learning, reporting and sustainability

KEY RESPONSIBILITIES

1. Prevention model design and content development

- Lead the design of a workplace prevention curriculum, facilitator materials, participant resources and practical tools aligned to project goals and the primary prevention evidence base.
- Adapt the Working Together with Men framework alongside the gendered drivers of violence against women so it is practical for workplaces, relevant to local employers and engaging for men, women and mixed cohorts.
- Translate concepts such as gendered drivers of violence, gender equality, allyship, accountability, bystander action, power, privilege, respectful relationships and workplace culture into accessible, applied learning.

- Ensure the model moves beyond awareness raising and supports workplace participants to take practical, accountable and measurable action.
- Develop resources that can be embedded into workplace structures such as toolbox talks, team meetings, supervisor conversations, leadership briefings, induction or staff development sessions.
- Maintain a clear version-controlled suite of project resources for use during and beyond the funded period.

2. Workplace engagement, customisation and delivery

- Build and manage strong working relationships with three participating workplaces, including senior leaders, nominated workplace contacts, HR or people and culture, health and safety, frontline supervisors and staff participants.
- Undertake a light-touch readiness and context assessment for each workplace to understand workforce profile, culture, risk, opportunities, existing policies and likely points of resistance.
- Tailor delivery plans to each workplace while maintaining fidelity to prevention principles and project outcomes.
- Facilitate engaging, safe and practical workplace sessions for diverse groups, including people with different levels of knowledge, confidence, role power and lived experience.
- Support each workplace to identify realistic prevention actions that can be implemented within the project timeframe.
- Provide follow-up support that helps workplaces move from workshop participation to embedded practice and local ownership.

3. Working with men, women and mixed workplace groups

- Engage men in prevention in a way that is respectful, strengths-based and accountable, without centring men at the expense of those most impacted by gendered violence and inequality.
- Support men to understand their role in preventing violence, challenging harmful norms, sharing power, listening well and taking practical action in their workplaces and communities.
- Create meaningful opportunities for women's perspectives and expertise to inform the design, delivery and accountability of the work, with appropriate attention to safety, workload and confidentiality.
- Ensure the approach is inclusive of gender-diverse people and recognises that gender intersects with culture, disability, age, sexuality, class, employment status and other forms of inequality.
- Plan for and respond to resistance, defensiveness, minimisation, backlash or participant distress in ways that keep the work safe, purposeful and constructive.

4. Integration with mentoring and community mobilisation

- Work closely with the Mentoring & Project Coordinator to align workplace prevention activities with the Safe Futures mentoring model.

- Support mentors and potential mentors to apply prevention learning through role modelling, respectful relationships and clear boundaries.
- Develop and deliver workplace-based activities that help build a pipeline of mentors, including workplace-based mentors, BBBS volunteer mentors and broader community mentoring opportunities.
- Contribute to community engagement and mobilisation activities, including local forums, workplace-community connection points, presentations, reflective sessions and communities of practice.
- Support community partners to understand the project purpose, referral pathways and their role in sustaining local prevention efforts.

5. MARAM-aligned referral and response systems

- Develop and document clear referral, disclosure and reporting pathways for workplace and mentoring contexts.
- Align referral guidance with MARAM and local service systems, including identification, safe response, referral and coordinated support where required.
- Establish and maintain a local referral network, including services such as The Orange Door, CAFS, Headspace and other relevant family violence, sexual assault, mental health, child and youth services.
- Integrate role boundaries, safe responses to disclosures and referral options into all relevant training and participant resources.
- Ensure the project is clear about what prevention workers, mentors, workplace leaders and participants can and cannot safely do.

6. Evaluation, reporting and continuous improvement

- Work with the independent evaluator to define practical indicators of change and collect relevant data across knowledge, attitudes, skills, intended action, workplace practice and culture shifts.
- Use pre- and post-session feedback, reflection tools, workplace action tracking, case examples and partner feedback to inform evaluation and reporting.
- Document implementation lessons, risks, adaptations and promising practice as the project progresses.
- Prepare clear progress updates, funder reporting inputs, workplace summaries and internal briefings as required.
- Use evaluation findings to refine the model and strengthen its sustainability beyond the funded period.

REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE

- Demonstrated experience in primary prevention of family violence, violence against women, gender-based violence, gender equality, respectful relationships, health promotion, community development or a closely related field.
- Strong understanding of the evidence base for primary prevention, including the gendered drivers of violence, intersectionality, systems change and settings-based prevention.
- Experience designing, delivering and evaluating adult learning, training or capability-building programs in workplace, community or organisational settings.
- Ability to adapt evidence-based frameworks into practical tools, resources and sessions that are accessible to different audiences.
- Strong facilitation skills, including the ability to hold complex conversations, respond to resistance and maintain psychological safety in mixed groups.
- Experience building and managing stakeholder relationships across workplaces, community organisations, service systems and project partners.
- Sound understanding of family violence response systems, MARAM-aligned referral pathways, role boundaries and safe responses to disclosures.
- Strong project management skills, including planning, prioritising, documenting decisions, meeting deadlines and delivering against funded outcomes.
- Strong written communication skills, including the ability to develop training resources, reports, briefings, tools and partner communications.
- Commitment to child safety, cultural safety, inclusion, gender equality and ethical practice.

DESIRABLE SKILLS AND EXPERIENCE

- Experience working with men and boys in gender equality, violence prevention, allyship, respectful relationships, fatherhood, mentoring or community mobilisation contexts.
- Experience applying or adapting Working Together with Men or similar allyship/accountability frameworks.
- Experience working directly with workplaces, including male-dominated or regional workforces.
- Experience in mentoring, youth development, schools, sport, local government, health promotion or place-based prevention projects.
- Knowledge of the Ballarat service system, local employers, community organisations and prevention networks.
- Experience contributing to grant reporting, evaluation, outcomes measurement or resource development.

KEY WORKING RELATIONSHIPS

- CEO and BBBS leadership
- Mentoring & Project Coordinator
- Independent Evaluator
- Participating in workplace leaders and workplace contacts
- Mentors, prospective mentors and workplace participants
- Prevention advisory support and specialist prevention partners
- Local community organisations and referral services
- Relevant family violence, sexual assault, youth, mental health and community service providers

KEY DELIVERABLES

Deliverable	Expected output	Timing/measure
Workplace prevention model	A documented model, session plan, facilitator guide and participant resources adapted for workplace delivery.	Completed early in project and refined through delivery.
Three workplace delivery partnerships	Agreed delivery plans, tailored sessions, follow-up actions and partner summaries for three workplaces.	Delivered within two years, subject to partner readiness and funding milestones.
WTWM adaptation	A workplace-ready adaptation that engages men while embedding accountability to women, inclusion and mixed-group practice.	Integrated into curriculum and resources.
Referral and response guidance	MARAM-aligned referral pathways, role boundaries and local service information embedded into delivery.	Available before participant delivery commences and updated as needed.
Community engagement and mobilisation	Local engagement activities that connect workplace prevention, mentoring and community partners.	Delivered across project period and documented for reporting.
Evaluation and reporting inputs	Data collection, implementation learning, case examples, risks and progress updates.	Regularly provided to CEO, evaluator and funder reporting processes.
Sustainability resources	Final refined package and implementation notes for future use or scale.	Completed before project close.

CHILD & YOUNG PERSON SAFETY & WELLBEING AND GENERAL CONDITIONS

At Big Brothers Big Sisters Australia, we prioritise the safety, well-being, participation, and empowerment of all children and young people. We maintain a zero-tolerance policy towards child abuse.

We are committed to the cultural safety of children and young people from Aboriginal and Torres Strait Islander, those from culturally and/or linguistically diverse backgrounds, and those with disabilities, providing a safe and inclusive environment for all.

- A Crim Check and Working with Children Check are mandatory.
- Compliance with BBBS policies, procedures and code of conduct must be upheld.
- The role will require appropriate confidentiality, professional boundaries and timely escalation of safety or risk concerns.

For further information contact: Kerry Nelson email kerry.nelson@bbbsau.org