



Position Description

Job Title:	Project and Engagement Coordinator — Faith Communities Focusing on Prevention: Building Respectful Communities
Location:	Ballarat
Terms:	Casual – approx. 8 hours per week (hours may fluctuate in relation to project needs)
Salary:	\$45/hour plus 25% casual loading and 12% superannuation
Requirements:	Flexible hours and use of own vehicle
Reports to:	Parish Coordinator and the Project Steering Committee

About us:	The parishes of Ballarat East, Bungaree and Gordon, are a Ministry District across our three parishes and the eight local Church and School communities of Ballan, Ballarat East, Bungaree, Buninyong, Clarke's Hill, Dunnstown, Gordon and Springbank. In the Diocese of Ballarat, a Ministry district is the term used in our pastoral planning document <i>Looking Forward</i>, to describe the sharing of resources between parishes, with the aim of working in collaboration to further the mission of Christ that has been entrusted to the Church. Our emphasis and focus is on mission, looking forward, outward, with the joy of the Gospel. St Alipius Parish - Ballarat East and the Parishes of the Ministry District are working in collaboration with Catholic Social Services Victoria and the Ballarat Prevention of Violence Faith Network to enact this project. Catholic Social Services Victoria are the peak body for 40 social and community service organisations working across the state, and have hosted a Domestic Violence Working Group since 2016, drawing on member organisation expertise who oversee and promote prevention of violence initiatives in faith settings.
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About the role:	The Project and Engagement Coordinator is a vital role in the <i>Faith Communities Focusing on Prevention: Building Respectful Communities</i> Project that will forge connections with faith communities in the Ballarat region, and support the delivery of workshops aimed to build confidence and capacity in the prevention of gendered-violence as part of the Respect Ballarat initiative.
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This project draws on the prework of the Ballarat Violence Prevention Faith Network. This project aims to build capacity and strengthen ecumenical partnerships across Christian denominations to develop a strong foundation for ongoing work in the prevention of violence and the building up of strong,

respectful communities.

Responsibilities:

- Identify, connect with and support champions within a range of ecumenical Christian faith settings to invigorate project participation and set up local organising committees in connected congregations
- Organise all logistics and bookings for expert-led workshops, and be present on day to assist with workshop roll out of practicalities and content.
- Develop communications and information channels for promotion of workshops exploring gendered drivers of violence and prevention practises in faith settings
- Provide secretariat support for the Ballarat Faith Prevention of Violence Steering Committee meetings

Position Requirements:

- An understanding of working within faith-based communities and an openness to engage meaningfully in this setting – particularly with an understanding of the Ballarat context.
- Concern and interest in the causes and what constitutes good prevention of family violence and the building up of respectful relationships and communities
- An understanding of community development principles and collaborative approaches in project work
- Excellent communication skills (both written and oral), with an ability to quickly foster strong working relationships
- Excellent organisational skills and experience in one or all of: liturgical, event or workshop planning, organising and promotion
- Ability to work independently with minimal supervision
- Experience in meaningfully incorporating a committee's vision into a project and connected work practises

More Information and to Apply

Please contact Fr Justin Driscoll (Co-Pastor, St Alipius Parish) 0437 505 517 or Kate Stilwell (CSSV) 03 9287 5566 for more information about the role.

A CV and Cover Letter addressing this position description and telling us why you would like to be the coordinator of this project can be forwarded to office@css.org.au.