

Position Description

POSITION TITLE	Partnerships & Engagement Coordinator
FULL TIME/PART TIME/CASUAL	Part-time, 4 days per week (FTE 0.8) Contract to 30 June 2027, potential to extend
AWARD CLASSIFICATION	Social, Community, Home Care and Disability Services Industry Award 2010 Social & Community Services Employee, Level 5 pay point 3 (Currently \$55.85 per hour)
EQUAL OPPORTUNITY & INCLUSION	Project Respect is an equal opportunity employer. Project Respect utilises the exemption provisions of S88 and S28 of the Equal Opportunity Act 2010 to only employ people who identify as women, or gender diverse people. Project Respect commits to inclusion and actively encourages applications from women and gender diverse people with diverse backgrounds, including those with experiences of the sex industry.
LOCATION	Fitzroy office location, with hybrid working from home/office pattern
REPORTS TO	Executive Director
SUPERVISION OF	-

Organisational Overview

Project Respect is a not-for-profit community-based organisation that aims to empower and support women and gender diverse people with experience in the sex industry, and women and gender diverse people who have experienced sexual exploitation (including trafficking).

Our Vision

Project Respect's vision is a world where women are free from trafficking, sexual exploitation, violence, and harm.

Our Purposes

Project Respect's purposes are to:

- Provide support to women and gender diverse people with experience in the sex industry to achieve self-directed goals, including equitable access to services;
- Provide support to women and gender diverse people who have experienced trafficking for sexual exploitation, whether current, historic, international or domestic;
- Advocate for structural change to end sexual exploitation.

We provide a platform to elevate and amplify the voices of, while also being informed and guided by, those with past and present lived experience.

Our Values

Service Users at the Heart Our service users are at the centre of everything we do. Our commitment is to voice, choice, empowerment and collaboration.	Support Safety Safety, access and inclusion are prioritised for all experiences of the sex industry or of exploitation, and in consideration of individual experiences of service users including those who identify as LGBTIQ+, Aboriginal and Torres Strait Islander, diverse migrant cultures, and as living with disability.
Embrace Collaboration Collaboration is central to relationships with service users, organisational partners and the wider community. Relationships are transparent, genuine and respectfully honest.	Welcome Diversity Diversity is celebrated, with emphasis on authentically tailored person-centred service. Services are provided without bias or discrimination. Human rights are centred, with an understanding that best outcomes occur through the sharing of power, rather than the exerting of it.
Be Adaptive – and Courageous A spirit of continuous improvement and learning through strong service user partnership is fostered. Advocacy is informed by service user and community experience, and research. The value of being flexible and adaptive is understood, and includes the ability to reflect and adjust direction and priorities in light of environmental changes, evolving evidence, and a deepened understanding of impact. The need for both adaptation and courage are acknowledged and supported, in the context of amplifying the voices of the lived experience of our service users, to bring about positive and impactful change.	

Project Respect is committed to a diverse workplace where people are free from discrimination and disadvantage and are afforded dignity and respect.

Project Respect commits to LGBTIQ+ inclusion and supports anyone who self-identifies as a woman, including all LGBTIQ+ women, as well as gender diverse and non-binary people.

Project Respect supports women who self-identify as being involved in any part of the sex or adult entertainment industry.

Project Respect is a youth and child safe organisation. We are committed to the safety of all children and young people. We do not tolerate neglect, mistreatment or abuse of any kind.

Project Respect acknowledges the traditional custodians of the land and pays respect to elders past, present and emerging. We also acknowledge that these lands have never been ceded.

What we do

Project Respect works in the following ways to support women:

- **Direct Services**
 - Case coordination: Support and referral working from a person-centred, trauma informed, strengths-based framework
 - Specialised sexual violence counselling: Recovery centred service specialised to the experiences of women and gender diverse people with experiences of sexual exploitation, or, experience of the sex industry and any lifetime experiences of sexual violence
- **Community Engagement and Social Inclusion**
 - Community events for lived experience participants
 - Brothel outreach

- **Sector Capacity Building**
 - Building the capacity of Victoria's broader services sector to better understand and support our community, through training and community services outreach
- **Advocacy & Research**
 - Human rights-based approach
 - Advocate for women's rights against violence, trafficking, and exploitation
 - Elevating the voice of women with lived experience, including through our Lived Experience Advisory Group (LEAG)
- **Additional Referral Pathway (ARP) to the Support for Trafficked People Program (STPP):**
 - Consortium partner supporting the Salvation Army delivered program which provides an alternative referral pathway to the STPP, to support the journey to recovery for victim survivors experiencing or escaping modern slavery. The Salvation Army practitioner is co-located with Project Respect approximately 2 days per week.

Position Summary

Reporting directly to the Executive Director, the Partnerships & Engagement Coordinator is a hands-on operational role designed to strengthen sector-wide responses to our support communities, driving service awareness, and fostering robust referral pathways. Grounded in a deep, frontline understanding of the systemic barriers facing women and gender diverse people with experience in the sex industry, and, women and gender diverse people with experiences of sexual exploitation, this role supports the service provision and advocacy work of Project Respect, as well as improving our internal systems.

By building trusted cross-organisational relationships and coordinating and delivering targeted training and outreach to external professionals, this role fosters safe, warm client referral pathways. Additionally, this position provides vital back-of-house support to the team by ensuring internal policies remain trauma-informed and culturally safe as well as compliant, and supporting the organisation's sustainability through assisting with reporting and grant contributions.

Key Responsibilities

Sector Engagement & Capacity Building

1. Professional Training & Awareness: Coordinate the planned update of Project Respect's training offerings, and deliver targeted training sessions and workshops for external professionals to build sector capacity, cultural safety, and alignment with our community's unique needs.
2. Service Promotion & Outreach: Lead targeted promotional campaigns and sector outreach activities to ensure external providers fully understand the organisation's service offerings and referral criteria.
3. Referral Pathways & Collaboration: Identify, establish, and maintain strategic relationships with external services to foster reliable, safe, and culturally informed two-way client referral pathways.

4. Systemic Advocacy & Promotion: Support the Executive Director in representing the organisation at sector networks, working groups, and forums to advocate for systemic improvements and drive awareness of our unique service offerings.
5. Cross-Sector Projects: Coordinate and execute joint initiatives and collaborative projects with the Executive Director, direct services team and sector partners that extend the organisation's reach and impact.
6. Social media: Collaborate and support the Executive Director, Administration Officer and Direct Services Team in meaningful, timely public facing information campaigns.
7. Advocacy and sector consultations: Support the consultation responses and advocacy work of the Executive Director including contributing to the drafting of consultation responses.

Operational Support & Frontline Enablement

8. Trauma-Informed Policies & Procedures: Support the Executive Director in managing and maintaining the Quality Management system of the organisation. This includes review and update of internal operational policies and procedures, ensuring they remain trauma-informed, culturally safe, and compliant with family and sexual violence sector standards, and our Rainbow Tick accreditation. Maintain the quality improvement register to ensure safe, effective, connected person-centred services for all Project Respect's service users. Support the Executive Director in coordinating the organisation's quality accreditation processes.
9. Grant & Funding Support: Provide operational support to the Executive Director by collating data, drafting frontline case studies, and contributing insights for grant applications, funding tenders, and acquittals.
10. Reporting & Analytics: Support the Executive Director and direct services team in collating data and preparing external reporting and reporting to the Committee of Management, ensuring acquittal requirements and key performance indicators are monitored.
11. Maintain databases, monitor service trends, and prepare clear operational reports for the CEO to demonstrate the organisation's impact and support strategic decision-making.
12. Support the Executive Director in development and maintenance of an operational risk register. Support ongoing risk management of the organisation including escalation of incidents, complaints, and nonconforming practice to the Executive Director.

General:

13. Maintain a diversity and inclusion focus, incorporating Project Respect's support of intersectional communities including migrant and refugee women and gender diverse people, Aboriginal and Torres Strait Islander community members, LGBTQIA+ community members and women and gender diverse people with a disability who have experience in the sex industry or who have experiences of sexual exploitation (including trafficking).
14. Commitment to professional debriefing and supervision for both skill development and reduction of risk of vicarious trauma or stress related 'burnout'.
15. Participate in training and development activities designed to build capabilities to work effectively within the service delivery model.

16. Support Project Respect's policies and procedures including ensuring all relevant standards, processes and regulations are upheld.

Selection Criteria

Required:

1. Qualifications: Tertiary qualifications in Social Work or Psychology, or other qualification strongly aligned with this role.
2. Frontline Community Practice & Intersectionality: Demonstrated direct client-facing experience within the family violence, community, or social services sector, with a nuanced understanding of the intersectional barriers and safety needs faced by women and gender diverse people with experience in the sex industry, and of women and gender diverse people with experiences of sexual exploitation.
3. Sector Collaboration & Safe Referral Pathways: Proven ability to build trusted, collaborative relationships with external agencies and sector stakeholders to establish and streamline safe, warm client referral pathways.
4. Capacity Building & Professional Presentation Skills: Strong communication and public speaking skills. Demonstrated capability in promoting services, delivering workshops, presentations, or training to external professionals that can translate to skills in building sector awareness and practice capability.
5. Trauma-Informed Policy & Procedure Development: Demonstrated understanding of how to translate frontline realities into clear, robust internal policies and procedures that prioritise staff and client safety. This would include an analytical mindset, strong attention to detail, and an understanding of how back-of-house structure protects and enables frontline staff.
6. Strong Written Communication & Operational Support: Excellent written communication skills with the capability to draft operational reports for senior leadership and contribute qualitative insights/case studies for grant proposals.
7. Autonomy, Adaptability & Values Alignment: Self-motivated and with strong time-management skills, with an ability to work with a high degree of autonomy in a lean team environment while managing shifting priorities. Able to demonstrate a strong commitment to trauma-informed and intersectional feminist frameworks.
8. Interpersonal skills: Demonstrated ability to build trust and rapport and maintain respectful relationships with team members and external stakeholders.
9. Commitment to Project Respect's Vision, Purpose and Values.
10. Understanding of and commitment to intersectional feminist and social justice principles, with the application of strengths-based, trauma-informed, and person-centred models.
11. Willingness to work within a resource constrained environment.

Highly Desirable:

12. Experience supporting women and gender diverse people with experience in the sex industry; lived experience of the sex industry; and/or demonstrated understanding of the Victorian sex industry, and issues facing women and gender diverse people in the sex industry.

13. Experience supporting women and gender diverse people with experiences of sexual exploitation; lived experience of sexual exploitation; and/or demonstrated understanding of modern slavery including trafficking and sexual exploitation.
14. Transferrable experience in the community sector with women experiencing vulnerability and/or with complex trauma and abuse histories (e.g., in the family violence, sexual violence, housing, AOD, refugee and/or youth justice sectors).
15. Multilingual (with a preference for Mandarin or Thai).

Other Information

- Current driver's licence is preferred and will be highly valuable for this role
- **All offers of employment are subject to a satisfactory Working with Children Check and Police Records Check**
- Project Respect is committed to providing a safe, healthy and friendly working environment. All employees, volunteers and students are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve Occupational Health & Safety
- All offers of employment are subject to a six-month probationary period. This position description operates in conjunction with and forms part of the relevant individual performance development review plan. Initial reviews will take place within three (3) and six (6) months following commencement of employment and then on an annual basis
- Generous salary packaging benefits are available
- Hybrid working arrangements are currently in place. Days of working from home and the office will need to be coordinated within the small team to ensure sufficient onsite presence
- Project Respect prides itself on being flexible and family-friendly wherever possible for the mutual benefit of employees and the organisation
- Project Respect expects all employees, students and volunteers to understand and behave in accordance with our principles, purpose, values and codes of conduct and ethics.