

Best Foot Forward (BFF) Program Officer/Coordinator – Darwin

Expressions of Interest - Information for Applicants

Thank you for your interest in this position. Please see the Duty Statement below to assist you in preparing your application.

How to Apply

To apply, please submit:

1. A cover letter outlining your qualifications and experience relevant to the position addressing the selection criteria; and
2. A current CV including two work-related referees.

Applications should be sent to: **admin@ntwwc.com.au**

Closing date: Thursday 29 October 2026

For more information about the Centre and the issues we work on, please visit: www.ntwwc.com.au.

If you require further information, please contact:

Nicki Petrou
Director
Tel: (08) 8981 0655
Email: admin@ntwwc.com.au

Duty Statement – Best Foot Forward Program Officer /Coordinator- Darwin- Part-time (22.5 hrs pw) until 30 June 2027.

Level 4/5 (commensurate with experience) - \$94,591-\$113,112 gross p.a (pro rata for part-time) in accordance with NTWWC Enterprise Agreement.

Position Overview

The Northern Territory Working Women's Centre (NTWWC) is seeking a dynamic and passionate individual with experience in domestic, family, and sexual violence (DFSV) to lead our exciting pilot program: *Best Foot Forward (BFF)* to the end.

NTWWC has long supported women affected by DFSV and recognises its impact on women's workforce participation and the vital role of financial independence in rebuilding lives. *The Best Foot Forward Program*, funded by the Northern Territory Government, supports women to:

- Return to work,
- Enter the workforce for the first time, or
- Address workplace issues arising from DFSV.

Based in Darwin, this role provides direct support to women, including intake, assessment, and tailored mentoring to assist them in achieving employment goals. The position also contributes to program development, community engagement, and advocacy.

Key Responsibilities

1. Program Management

- Coordinate and deliver the BFF Program in line with NTWWC's mission and goals.
- Contribute to program strategies, implementation, and evaluation.
- Support the development of program resources and materials.

2. Support and Facilitation

- Undertake client intake and case management, including individualised plans and mentoring.
- Design and deliver training sessions for women on workplace rights, employment readiness, and pathways to work.
- Collaborate with external experts to enhance training quality and relevance.

3. Outreach and Community Engagement

- Develop and maintain strong partnerships with community organisations, government agencies, and employers.
- Establish pathways with key employers/workplaces to support women entering the workforce.

- Represent NTWWC at community events, forums, and information sessions to promote the program.

4. Communications and Advocacy

- Assist with communication materials (e.g., newsletters, promotional resources, social media) relating to the program.
- Advocate for the workplace rights and economic independence of women affected by DFSV.
- Provide input into NTWWC's broader advocacy strategy to ensure the voices of women in the NT are reflected.

5. Reporting and Compliance

- Maintain accurate client records and data systems.
- Track program expenditure and assist with funding reports.
- Provide monthly updates and regular check-ins with the Director.

Selection Criteria- Qualifications and Skills

Essential Attributes

1. Tertiary qualifications in social work or a related field (or equivalent experience).
2. Demonstrated experience working with victim-survivors of DFSV.
3. Understanding of barriers to women's workforce participation and strategies to support re-engagement in employment.
4. Case management and mentoring experience.
5. Strong record of building and maintaining stakeholder relationships.
6. Excellent interpersonal and communication skills.
7. Strong organisational, record and time-management skills.
8. Ability to work independently and as part of a team.
9. Proficiency with Microsoft Office and data management systems.
10. Cultural awareness and sensitivity to the unique challenges faced by women in the NT, including intersectional and remote community contexts.
11. Creative and solutions-focused approach.

Desirable Attributes

1. Experience in women's employment rights or community services is highly desirable.
2. Knowledge of the social and economic issues affecting women in the Northern Territory.
3. Ability to speak a community-relevant second language.
4. Experience living and/or working in the NT.
5. Understanding of industrial relations, WHS, or anti-discrimination law.

Working Conditions

Phone (08) 8981 0655 Free Call 1800 817 055

Darwin GPO Box 403 Darwin, NT, 0801 Alice Springs PO Box 664, Alice Springs, NT, 0870

Email admin@ntwwc.com.au Website www.ntwwc.com.au

- Position based in Darwin, with some travel as required.
- Working With Children clearance and Police clearance are mandatory.
- Flexible working arrangements may be negotiated.
- Completion of DFSV Risk Assessment Framework (RAMF) training (or willingness to undertake).
- A valid driver's licence is required

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