Position Description

POSITION TITLE	Executive Director/ Executive Office/ CEO (equivalent)
FULL TIME/PART TIME/CASUAL	FTE 0.9 (9 day fortnight), ongoing
AWARD CLASSIFICATION	Social, Community, Home Care and Disability Services Industry Award 2010 Above award payscale, terms and conditions as negotiated. Initial: $145,000pa prorata FTE 0.9 (ie, $130,500); potential to increase to $155,000pa prorata upon demonstrated performance. Flexible working arrangements and salary packaging available
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 (primarily), some Working from Home
REPORTS TO	Committee of Management Chair Works closely with Committee of Management Office Bearers
SUPERVISION OF	Direct reports, and indirectly, full staffing and volunteer team

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;

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- 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 LGBTIQA+, 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 LGBTQIA+ inclusion and supports anyone who self-identifies as a woman, including all LGBTQIA+ 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 supports the decriminalisation of sex work, and the safety of sex workers.

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.

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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

The Executive Director/ Executive Office/ CEO (equivalent) leads a small team of approximately FTE 5.0. The position is responsible for the effective operation of the organisation and shaping its culture through strategic and operational leadership and is delegated this responsibility through the Committee of Management. The role is responsible for driving and delivering organisational strategy, service delivery effectiveness and evaluation, financial management and financial sustainability, influencing sector policy, and supporting and advocating for women and gender diverse people with lived experience, liaising with State and Federal Government and other service providers, people and culture, and organisational performance. The role also focuses on quality service provision, quality improvement, statutory compliance, site management, workforce development and capacity building.

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Working closely with the Committee of Management and the Lived Experience Advisory Group (LEAG), the Executive Director / Executive Office/ CEO (equivalent) will the drive the identification and development of long-term strategies to support the ongoing strategic goals of the organisation to both influence public policy, promote access to non-stigmatising services for our support communities, and to respond to the external political environment.

Critical to the role's success will be the ability to develop key strategic relationships and partnerships both internally and externally (private, government, and community) to achieve strategic goals and investment/ re-investment in Project Respect's areas of focus. The role will work closely with national and state key stakeholders to ensure an informed and integrated approach, leveraging shared opportunities for collaboration and improvement in the response and support provided to the women and gender diverse people Project Respect aims to support.

Importantly, this role will be supported by a collaborative team of employees and will be able to draw upon the Committee of Management and the LEAG, who are focused on supporting women and gender diverse people with experience in sex or adult entertainment industry, or, who have experience of sexual exploitation.

Key Responsibilities

Role specific:

1. Strategic Planning and Implementation

a. Provide organisational input, supporting the Committee of Management in the development of strategic plans;
b. Manage and drive implementation of strategic plans, with regular reporting to the Committee of Management;
c. Alongside the Committee of Management, maintain funder relationships, ensure funding requirements are met, and explore and consider new funding opportunities.

2. Service Provision and Advocacy

a. Develop, strengthen, and ensure the organisation is providing fit-for-purpose empowering, responsive and effective programs for women and gender diverse people with experience in the sex industry, and for women and gender diverse people who have experienced sexual exploitation. This includes directing organisational resources to optimise programs and oversee program development;
b. Support direct services team members in their commitment and delivery of services in their scope of practice, and in the identification of risk;
c. Oversee the application of standards and quality in the delivery of services and programs, ensuring services and programs are delivered to a high standard and meet all external reporting requirements;
d. Build the capacity and knowledge of the social, community and welfare sectors to deliver safe, non-stigmatising services to women and gender diverse people with experience in the sex

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industry, and, to women and gender diverse people with experience of sexual exploitation. This includes the provision of fit-for-purpose training and presentations;

e. Directly engage and advocate for, and, empower and support Project Respect staff, volunteers, and supporters to advocate for, change and continuous improvement in sector and system responses to women and gender diverse people with experience in the sex industry, and, women and gender diverse people with experiences of sexual exploitation; and
f. Build and develop organisational capability and capacity to continue to deliver services in line with our values.

3. Networking, Partnerships and Communications

a. Build and maintain positive relationships and communicate effectively with key stakeholders. These include (but are not limited to) Commonwealth, State and local government ministers, advisors and department heads and staff; independent commissioners; key sector peak bodies; leaders in the anti-trafficking, family violence, sexual assault and sex work sectors, including lived experience leaders; and influential academic figures;
b. Identify, develop, strengthen and manage partnerships and collaborative opportunities with the stakeholders mentioned above;
c. Represent the organisation on the National Roundtable on Human Trafficking and Slavery, in other sector peak membership, and in engagement with consultation, working group and roundtable opportunities as these arise or are identified as strategically significant;
d. Exercise effective representation, strategic communication and advocacy through media and public forums, amplifying the voice of women and gender diverse people with lived experience, and in consideration of intersection with other marginalised communities (such as LGBTIQA+ communities, including trans identifying communities); and
e. Manage the social media, website, media release and other communications, representing Project Respect with integrity and clarity regarding organisational positions and our work.

4. Governance and Compliance

a. Ensure strong and effective communication with the Chair, Office Bearers, and all Committee of Management members;
b. Ensure formal and informal, timely and relevant reporting to the Committee of Management to ensure well informed decision making. This includes the prompt notification of relevant risk and compliance requirements;
c. Support the Company Secretary and Chair in preparation for monthly Committee of Management meetings, presenting organisational and financial updates at those meetings;
d. Support the Company Secretary and Chair in preparation of the Annual General Meeting, including leading the preparation of the Annual Report;
e. Strive to ensure service targets set by funding bodies are achieved, and where indications exist that targets may not be achieved, ensure prompt and transparent reporting and collaborative actions are taken with the Committee of Management, funders, staff and stakeholders;
f. Take positive actions within scope of authority to ensure compliance and accountability under all relevant Acts, legislation, rules, standards and authorities applicable to Project Respect;
g. Lead compliance reporting (including but not limited to ACNC and reporting and acquittals to funders);

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h. Continue to monitor and meet accreditation requirements, including Rainbow Tick and QIC Health Governance standards, and lead the preparation for and engagement with the quality accreditation reviews;
i. Maintain and lead the updates, where required, of the organisation's Quality Systems, including organisational policies, procedures, forms, checklists and other components;
j. Maintain contractual relationships with Project Respect essential service providers, and monitor performance in accordance with Project Respect requirements, including with bankers, IT services, bookkeeping, auditing, cleaning, provision of premises, and employee assistance provision.

5. Financial Performance

a. Prepare annual budgets for approval of the Committee of Management (working closely with the Treasurer), manage performance against budget, and report on this performance (including adjustment of forecasts as required) monthly at Committee of Management meetings;
b. Identify financial risk and drive organisational financial sustainability strategies in consultation with the Committee of Management;
c. Ensure finances are monitored and managed as aligned to financial reporting obligation (accounts standards), and that expenditure is managed and minimised within reasonable limits;
d. Ensure maintenance of fixed assets and monitoring of liabilities, including the level of staff leave liabilities;
e. Lead the finalisation of the annual Financial Statements, and the annual Financial Audit;
f. Ensure fortnightly payments and payroll are timely and provided to the Treasurer for approval;
g. Lead funder relationships, acquittals and grant writing processes to maximise financial support for the organisation.

6. Human Resource Management

a. Provide oversight of staffing policies, practices, contractual terms, compliance with awards and human resources legislation, and performance evaluation across the Project Respect team;
b. Maintain appropriate organisational structure with clear delegations and accountabilities;
c. Promote and model an organisational culture of learning, development, professionalism, inclusion, communication and problem solving;
d. Ensure that all staff, students, and volunteers understand and operate in accordance with Project Respect's Vision, Purpose and Values;
e. Provide direct line support and professional development to staff, and ensuring professional debriefing and supervision across the organisation to decrease risk of vicarious trauma;
f. Embed cultural safety by providing leadership on cultural competency.

General (applies to all Project Respect team members):

1. 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);

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2. Commitment to own professional debriefing and supervision for both skill development and reduction of risk of vicarious trauma or stress related 'burnout';
3. Participate in training and development activities designed to build capabilities to work effectively within the service delivery model (and as applies to the Executive Director responsibilities);
4. Support risk management of the organisation including the time critical escalation of incidents, complaints, and nonconforming practice to the Committee of Management Chair;
5. Support the consistent application of Project Respect's policies and procedures including ensuring all relevant standards, processes and regulations are upheld.

Selection Criteria

Required:

1. Tertiary qualifications in a relevant discipline, in conjunction with significant and relevant workplace experience. Post graduate qualifications in Counselling, Social Work, Psychology, Public Policy, Management or related fields would be a further advantage.
2. Demonstrated capability in providing inspirational leadership within the community/ health/ Not for Profit sector with strong strategic, financial, operational and people management skills, with willingness to work within a resource constrained environment.
3. Understanding of and commitment to intersectional feminist and social justice principles, with the application of strengths-based, trauma-informed, and person-centred models.
4. An understanding of the political environment and current issues and barriers to services impacting women and gender diverse people in the sex industry, and impacting women and gender diverse people who have experienced sexual exploitation.
5. An understanding of the gender dynamics and structural inequalities within which sexual violence and exploitation occurs.
6. Highly developed interpersonal skills, including strong skills in negotiation and consultation, with the ability to build trust and rapport with team members, community members and stakeholders. Proven ability in developing and maintaining collaborative partnerships and stakeholder relationships, including experience in working with people from diverse communities, and/or people experiencing marginalisation or disadvantage.
7. Commitment to Project Respect's Vision, Purpose and Values.
8. Financial and business skills and acumen with demonstrated experience in the preparation of budgets, business plans and funding submissions.
9. High information, communication and technology (ICT) proficiency is expected, along with excellent record keeping, file management and administration, with an understanding of the importance of confidentiality.
10. Strong ability to analyse data and information, identify risk, opportunities, and issues for the organisation, with an ability to respond accordingly.
11. Sound written and verbal communication skills with ability to influence at the highest level. Confident public speaking and presentation style will be important.

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Highly Valued:

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 servitude.
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. Demonstrated experience in managing a diverse portfolio of services, programs, and projects aimed at addressing structural gender inequality and social change advocacy campaigns within a strongly evidence based, best practice, continuous and quality improvement framework.
16. Multilingual (with a preference for Mandarin or Thai).

Other Information

- Current driver's licence is considered essential to the 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.
- 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.

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