

POSITION DESCRIPTION

Position:	Project Coordinator
Reports To:	Executive Manager
Direct Reports:	4 + staff
Status:	Fixed Term (6 months), Full time / Part time (0.8 – 1.0 FTE)
Location:	Richmond / Dandenong / Outposts
Pay rates:	SCHADS Level 6 + 9.5% superannuation + salary packaging

ABOUT THE ORGANISATION

inTouch Multicultural Centre against Family Violence provides services, programs and responses to issues of family violence in refugee and multicultural communities. By acknowledging the rights and diverse experiences of our clients, we develop and implement a number of culturally sensitive and holistic models for the provision of services to both victims and perpetrators of family violence. In tackling the issues of family violence we act on multiple levels – individual, relationship and community.

Vision

inTouch's vision is for culturally diverse families to live free from violence.

Purpose

inTouch's purpose is simple and clear – we are committed to changing lives, changing communities for the better.

POSITION SUMMARY

The Project Coordinator will be responsible for the successful delivery of a number of community focused projects within the Sector and Community Team.

The incumbent supervises and supports a small team of staff and will drive the delivery of the projects, responsibilities include: staff support and supervision, project management and planning and implementation, and funder and stakeholder management

Critical to success in the Project Coordinator role will be problem solving skills; ability to manage projects on time and within budget; strong communication skills and provision of clear and concise reports.

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KEY RELATIONSHIPS

- Internal: Executive Manager, Sector and Community, Sector and community team, inTouch Leadership team; and inTouch staff
- External: Working For Victoria consortia project partners; Victorian multicultural communities, and State Government

POSITION ACCOUNTABILITIES

- Provide leadership to the Projects Team, the Sector and Community Team and inTouch staff.
- Management of staff including recruitment, supervision, development of project and individual work plans, and training.
- Represent inTouch at external meetings, and with relevant stakeholders
- Undertake project delivery for various projects including research, consultation and report writing
- Support monitoring and evaluation of projects, including developing monitoring tools, implementing, analysis and report writing
- Contribute to regular reporting
- Attend team meetings
- Other duties as required

EXTENT OF AUTHORITY

The incumbent must gain permission from team leader/ Executive Manager Sector and Community prior to any purchasing or making public comment on inTouch's behalf.

KEY SELECTION CRITERIA

Essential

- Tertiary qualifications in community development, social work, education or related discipline
- Experience managing and supporting staff
- Demonstrated experience in project management
- Minimum three years' experience undertaking project work with multicultural communities, with experience in building meaningful and trusted relationships
- Strong organisational and time management skills
- Excellent research and report writing skills
- Microsoft proficient with Office suite
- Victorian driving license

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Desirable

- Community development, co-design and/or community education experience
- Understanding of the impact of family violence on women from refugee and migrant communities
- Experience and qualifications in training and/or adult learning principles

Personal Attributes

- Genuine commitment to social justice and to assisting migrant and refugee women and children.
- High ethical standards and values, ability to act with integrity and confidentiality.
- Authentic leadership style, able to model desired behaviours and create effective environment that balances individual and organisational needs
- Ability to sensitively handle stakeholder relationships

SPECIFIC RESTRICTIONS/CONDITIONS

- The incumbent will on occasion and in consultation, be expected to carry out work outside of normal business hours
- Must hold a current Victorian car license
- Must be physically capable to carry out administrative duties, including extended periods of computer use.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.
- inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply specialist knowledge in the review and maintenance of inTouch policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement and is negotiable depending on experience.
- The position will attract five (5) weeks annual leave per annum, pro rata for part-time appointments.
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy.

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- Superannuation Scheme is available through HESTA; the provisions of the Superannuation Guarantee (Administration) Act 1992 apply.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, proof of identify and qualifications.
- Signing a Confidentially Agreement is a personnel requirement of inTouch.
- The successful applicant will initially be engaged for a probationary period of three months.
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition.

PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

APPLICATION PROCESS

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from women only.

To apply, send a short covering letter explaining why you are interested in this position and attach you CV and a brief (2 pages max.) document addressing the key selection criteria. Applicants who do not address KSC will not be considered.

Email your application to recruitment@intouch.org.au

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