

POSITION DESCRIPTION

Position:	Project Officer – Emergency Relief
Reports To:	Program Manager inspire
Direct Reports:	None
Status:	Fixed Term, Full-time / Part-time
Location:	Richmond / Remote
Pay rates:	SCHADS Level 3 + 9.5% superannuation + salary packaging

ABOUT THE ORGANISATION

inTouch Multicultural Centre Against Family Violence (inTouch) is a critical piece in Victoria's family violence response system, addressing the specific needs of refugee and migrant communities experiencing family violence. inTouch offers services and programs across the family violence continuum, from prevention and early intervention, to supporting women in crisis, post crisis support and recovery. We help build the capacity of specialist family violence providers and mainstream services to better deliver support to these communities, and provide leadership nationally through our research and evidence-based advocacy work.

Our vision

For culturally diverse families to live free from violence.

Our purpose

We are committed to changing lives and communities.

POSITION SUMMARY

inTouch has been providing an emergency food aid project to our clients since April 2020, with weekly food deliveries provided directly to women and their children. This role provides day-to-day coordination and administrative support to the project to ensure the smooth running of the program.

Key duties include liaising with case managers, administrative and logistical support for the weekly deliveries and supporting the monitoring and reporting of the project. Direct support via food drops is also required.

This role is part of the inSpire team and works alongside the project coordinator and program manager to manage the program. This role reports directly to the Program Manager and works closely with the Project Coordinator

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KEY RELATIONSHIPS

Internal: Program Manager, Fundraising Coordinator and other inSpire staff/volunteers, case managers, Executive Director, Sector & Community.
The incumbent is expected to maintain respectful and effective working relationships with all inTouch staff

External: Project partners

POSITION ACCOUNTABILITIES

Food Aid Project

- Day-to-day implementation of the project
- Lead administrative tasks including preparing key paperwork such as delivery orders, manifests and food orders;
- Liaise with case managers regarding their clients;
- Logistical support to volunteers, including managing delivery routes and vehicle allocation;
- Monitoring and reporting on the project on a weekly/monthly basis, including supporting donor reporting and communications where appropriate;
- Provide support directly to volunteers, ensuring that communication is clear and that all support and information is clearly provided in a timely manner;
- Participation in food deliveries.

inTouch/inSpire Initiative

- Contribute to monthly reporting
- Attend team meetings
- Other duties as required

KEY SELECTION CRITERIA

Essential

- Experience working with culturally and linguistically diverse communities and/or within multicultural organisations;
- Experience in project planning, including coordination and implementation;
- Administrative skills, including Microsoft Office experience (strong Excel experience is essential);
- Strong organisational and time management skills;
- Experience in developing positive relationships with staff across the organisation;
- Strong communication skills, with the ability to clearly provide and present information;
- Current Victorian driving license.

Desirable

- Qualifications in community development, project management or similar;

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- Understanding of the impact of family violence on women from refugee and migrant communities.

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.

SPECIFIC RESTRICTIONS/CONDITIONS

The incumbent:

- will on occasion and in consultation, be expected to carry out work outside 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
- must be able to work remotely where necessary, in line with directions from their manager

HEALTH, SAFETY & WELLBEING

The incumbent will:

- ensure they are compliant with the OH&S Act and relevant inTouch policies
- contribute positively and proactively to team and whole of organisation OH&S activities. Note inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

The incumbent will:

- be compliant with legislation, contract and policy requirements in their 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 and improvement of a culturally strong and positive working environment.

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement.
- The position will attract five 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 two reference checks, 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 incumbent will initially be engaged for a probationary period of three months.
- The incumbent 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, the incumbent will not be paid compensation for that condition.

PRIVACY NOTIFICATION

The collection and handling of personal information from applicants and the successful appointee 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. Attach your CV and a brief document (two pages max) addressing the key selection criteria. Applicants who do not address the key selection criteria will not be considered. Email your application to recruitment@intouch.org.au

AUTHORISATION

I hereby accept the above Terms of Employment.

Signed:

Date:

Michal Morris
(Chief Executive Officer, inTouch)

(Employee)

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