

POSITION DESCRIPTION

Position:	Project Coordinator
Reports To:	Team Leader, Sector Development
Direct Reports:	None
Status:	1.0 FTE Contract until June 2024
Pay Rate:	SCHADS Level 5 + 10 % Superannuation + Salary packaging
Location:	Based in East Melbourne, travel maybe required at various locations in Victoria.

BACKGROUND

inTouch is a not-for-profit organisation that provides services, programs and responses to family violence in migrant and refugee communities. We work across the continuum from prevention, early intervention, crisis and post crisis support and recovery.

inTouch provides innovative services to support women, families and communities from culturally, linguistically and religiously diverse backgrounds affected by family violence, and to work towards preventing such violence through awareness raising, advocacy and community capacity building.

Vision

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

Purpose

inTouch's purpose is underpinned by four pillars and is focused on strengthening our **leadership** position by using **influence** to shape state, national and international agendas, fostering a culture of **innovation** and making a long-lasting positive **impact** on the lives of people and community.

In 2018 inTouch established **inSpire** an initiative to support women and their children moving beyond family violence and starting a new life.

PROGRAM OVERVIEW

The Sector and Community unit overseas inTouch's relationship development and capacity building work with the specialist family violence sector, universal services and multicultural communities. Focusing on culturally responsive family violence practice and the specific needs of migrant and refugee communities, the unit aims to build the capacity of the both the service sector and multicultural communities to reduce the harm of family violence. This is achieved through well-developed relationships and an evidenced based approach that draws on the experience of our longstanding case management service.

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The work of this unit is funded through a grant from Family Safety Victoria, project funding as well as consultancy and fee for service.

POSITION SUMMARY

The Project Coordinator will be responsible for the successful delivery of community focused projects. The incumbent will drive the delivery of the projects, responsibilities include - project management, 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; an understanding of service delivery for multicultural communities, strong communication skills and provision of clear and concise reports.

KEY RELATIONSHIPS

- Internal The Project Coordinator reports to the Team Leader Sector Development and liaises closely within the unit and other workers. The Project Coordinator will have effective working relationships with all inTouch staff.

- External The Project Coordinator will be required to liaise with government, service sector, project partners agencies and consultant, multicultural communities and organisations, and other key stakeholders.

POSITION ACCOUNTABILITIES

- Undertake project delivery for various projects including research, consultation and report writing
- Build strong stakeholder relationships and represent inTouch within refugee and migrant communities
- Build robust relationships within and externally to inTouch
- Initiative and drive change that supports the reduction of harm to migrant and refugee women and their children
- Support monitoring and evaluation of projects, including developing monitoring tools, implementing, analysis and documentation
- Develop and oversee administrative systems to manage various projects and contribute to budgeting and reporting functions
- Liaise closely with Team Leader Sector Development and other staff members to ensure high quality project delivery
- Represent inTouch at external meetings, and with relevant stakeholders to maintain relationships within the family violence sector and multicultural communities.
- Ensure a safe work environment and compliance with inTouch policies and legislation;
- Attend team and other meetings as required
- Other duties as required

PEOPLE MANAGEMENT

N/A.

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EXTENT OF AUTHORITY

As per the delegation policy, the incumbent must gain permission from the Team Leader Sector and Community prior to any purchasing or corresponding on inTouch's behalf.

KEY SELECTION CRITERIA**Essential**

1. Qualifications in Community Development/Social Work/Community Services or similar
2. Minimum three year's demonstrated project management practical experience in developing, implementing and evaluating complex projects, ideally with refugee and migrant communities, including project design and implementation, budgeting, reporting and evaluation
3. Demonstrated experience engaging, building meaningful and trusted relationships with refugee and migrant communities
4. Knowledge/experience in family violence; specifically in the context of refugee and migrant communities
5. Understanding of the Victorian community service sector, in particular client service delivery
6. Strong organisational and time management skills
7. Excellent research and report writing skills
8. Microsoft proficient with Office suite
9. Current Victorian Driver's License

Desirable

10. Community development, co-design and/or community education experience
11. Understanding of the impact of family violence on women from refugee and migrant communities

SPECIFIC RESTRICTIONS/CONDITIONS

There may be some after-hours work and intra-state travel.

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;

QUALITY & CONTINUOUS IMPROVEMENT

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

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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;
- 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 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;
- Some travel within Victoria may be required from time to time. A current Victorian Driver's License is essential;
- Must be physically capable to carry out administrative duties involving extended periods of video display unit use;
- inTouch has a smoke-free workplace policy.

PRIVACY NOTIFICATION

inTouch requires declarations and personal information relevant to your employment. The collection and handling of this 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. Attach your CV and a brief document (two pages max) addressing the key selection criteria. For further information call Maryum Chaudhry on 0401 001 184 or email us at recruitment@intouch.org.au.

Email your application to recruitment@intouch.org.au

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