

POSITION DESCRIPTION

Position:	Team Leader - Sector Development
Reports To:	Executive Manager – Sector and Community
Direct Reports:	4-5
Status:	Full Time (38 hours per week), Fixed Term till 28 June 2024 (with possibility of extension)
Location:	East Melbourne & Dandenong
Pay Rate:	SCHADS Level 6 + 10% Superannuation + Salary packaging

ORGANISATION BACKGROUND

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.

PROGRAM OVERVIEW

The Sector and Community unit oversees inTouch’s capacity building and training 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.

The work of this unit is funded through program and project sources as well as consultancy and fee for service.

Position Description Guidelines and Template	Effective Date	February 2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	February 2021	Page 1 of 5

POSITION OVERVIEW

We are seeking an enthusiastic and well organised leader to join the Sector and Community team. This is a great opportunity for an experienced trainer with great project management skills. We are seeking someone who is passionate about contributing to workforce development and community capacity building. The position is responsible for leading a small team of trainers and project workers and is part of inTouch’s Leadership group.

This role requires someone who can keep their eye on the horizon without losing the ability to see the detail. Sound planning and organisational skills are essential, along with the ability to multi-task, prioritise and make clear decisions. A confident, ethical and professional approach is required for the position.

KEY RELATIONSHIPS

Internal	Reports to Executive Manager Sector and Community, contributes to the Leadership Team. Effective working relationships are required with all inTouch staff.
External	Project funders, various Government Departments, Multicultural Communities, Service Providers, Community organisations, educational institutions

POSITION ACCOUNTABILITIES

This position will lead a small team and be responsible for the development, coordination and delivery of inTouch’s sector development work. Key responsibilities include:

- Coordinating the development, implementation and maintenance of unit’s training and capacity building plan (includes new and emerging areas of focus)
- Providing leadership to the team including budgeting and reporting, staff recruitment and supervision, development of team plan, individual work plans and professional development
- Developing strategies for monitoring and evaluating the quality and impact of training and capacity building initiatives.
- Developing and overseeing administrative systems
- Establishing and maintaining networks and relationships with external stakeholders
- Exploring potential training and project ideas and contributing to project submissions
- Active participation in the inTouch leadership group
- Supporting the Executive Leadership Team in developing and maintaining a strong strategic focus in a way that ensures alignment with the broader sector reform
- Contributing to the work of inTouch more broadly through provision of specialist advice/consultation to relevant projects/reforms
- Other duties as directed

Position Description Guidelines and Template	Effective Date	February 2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	February 2021	Page 2 of 5

EXTENT OF AUTHORITY

The incumbent must gain permission from Executive Manager – Sector & Community prior to any purchasing or making public comment on inTouch’s behalf.

KEY SELECTION CRITERIA

Essential:

- Demonstrated understanding of the Family Violence sector and reform agenda.
- Tertiary qualifications in community development, social work, education or related discipline;
- Cert IV in Training and Assessment and minimum 5 years’ experience in training development, delivery and evaluation
- Minimum 5 years’ experience in project management including contract management within the community sector;
- Proven ability to develop and support positive relationships with a wide range of key stakeholders;
- Demonstrated management experience including staffing, budgeting and reporting
- Advanced skills in MS office software;
- Proficiency in oral and written English skills.
- Experience/knowledge working within an intersectional feminist framework with an understanding of the gendered nature of family violence; specifically in the context of multicultural 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;
- Authentic leadership style, able to model desired behaviors and create an effective team environment that balances individual and organisational needs;
- Ability to sensitively manage stakeholder relationships;
- Resilience in leading a team through change and growth processes

OTHER

- Participate proactively in team project initiatives;
- Support other team members in periods of high demand and during periods of absence;
- Participate in project groups and attend events;
- Undertake other duties as directed

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conducted 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

Position Description Guidelines and Template	Effective Date	February 2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	February 2021	Page 3 of 5

- 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.
- inTouch has a smoke-free workplace policy.

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;
- 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 ;
- 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;
- Some travel within Victoria may be required from time to time. A current Victorian Driver's License is essential;
- inTouch has a smoke-free workplace policy.

Position Description Guidelines and Template	Effective Date	February 2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	February 2021	Page 4 of 5

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

Position Description Guidelines and Template	Effective Date	February 2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	February 2021	Page 5 of 5