

POSITION DESCRIPTION

Position:	Project Officer (2 roles)
Reports To:	Manager, Sector and Community
Direct Reports:	None
Status:	Role 1: 0.80-1.0 FTE until 30 June 2023 (with possibility for extension) Role 2: 0.80-1.0 FTE until 31 August 2023 (with possibility for extension)
Location:	Based in East Melbourne and/or Dandenong, travel maybe required at various locations in Victoria, including regional areas as well as working from home arrangements
Level:	SCHADS Level 5 based on experience + Superannuation + Salary packaging

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence (inTouch) provides person-centred, integrated and culturally responsive family violence services to people from migrant and refugee communities across Victoria. We have assisted over 20,000 women and children experiencing family violence throughout our 38 years of operation, providing a holistic service that centres the experiences of victim-survivors in everything we do.

inTouch works across the family violence continuum, providing culturally informed early intervention, case management, perpetrator programs, legal advice, crisis recovery and enhanced capacity-building across the sector and community. We are proud to provide high-level leadership and guidance to all levels of government with our evidence-based, victim-survivor informed advocacy and policy work.

Our services include:

- An accredited community legal centre working at the intersection of Family Law and Migration Law
- Learning and development programs for family violence providers and multicultural organisations to build their knowledge and skills when supporting women from refugee and migrant communities
- Case management that encompasses a first-hand understanding of the migration journey and unique cultural barriers women may face when seeking assistance
- Post-recovery initiatives for victim-survivors, focusing on economic independence, social and family connection and emotional wellbeing
- Prevention projects and resource development for migrant and refugee communities
- Programs focusing on trauma and culturally informed perpetrator intervention.

We are a unique and vital service, with specialist expertise working with people of migrant and refugee backgrounds. This is reflected in our workforce, which is comprised primarily of people who are migrants and refugees themselves – the inTouch team is from over 20 different countries and communities globally.

You can view inTouch’s 2022-2025 Strategic Plan [here](#).

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POSITION SUMMARY

The Project Officer will be responsible for the successful delivery of capacity building projects with victim survivors, other service providers and multicultural community groups. This can include project management, planning and implementation, and funder and stakeholder management.

KEY RELATIONSHIPS

Internal	Effective working relationship required with all inTouch staff, in particular the Policy Officer, Direct Service Team Coordinators, Manager Sector & Community, and other team members.
External	Will work closely and liaise with government, specialist family violence services, project partner agencies, consultants, multicultural communities and organisations, local services and other key stakeholders

POSITION ACCOUNTABILITIES

- Lead end-to-end management of various projects, through the development of collaborative relationships with key stakeholders in specialist family violence services, multicultural organisations, and other organisations to improve services to migrant and refugee women experiencing family violence in Victoria
- Support monitoring and evaluation of projects, through the development and implementation of tools, analysis and documentation, and liaison with Manager Sector & Community and team members to ensure high quality and adaptive project delivery
- Develop and oversee administrative systems to manage various projects and contribute to budgeting and reporting functions
- Organise, participate in, and represent inTouch at external meetings and events to enhance inTouch’s visibility and reputation 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 work directed by manager that aligns with skills, qualifications

PEOPLE MANAGEMENT

N/A

EXTENT OF AUTHORITY

All expenditure on behalf of inTouch must be aligned to the Delegations of Authority.

KEY SELECTION CRITERIA**Essential**

1. Minimum two years’ experience working with migrant and refugee communities

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2. Relevant Qualifications in Community Development/Community Services/Social Work or similar
3. Minimum two years' demonstrated project management practical experience in developing, implementing, and evaluating complex projects, including project design and implementation, budgeting, reporting and evaluation and excellent research, writing and communication skills.
4. Strong understanding of what working within an intersectional feminist framework requires and an understanding of the gendered nature of family violence; specifically in the context of multicultural communities
5. Community development experience and ability to develop and sustain meaningful relationships with various stakeholders including grassroots organisations
6. Demonstrated ability to work calmly and consistently under pressure with the ability to be flexible and manage competing priorities
7. Current Victorian Driver's License

Desirable

1. Knowledge and experience working in the Victorian specialist family violence sector
2. Experience in working with victim-survivors of family violence, particularly victim-survivors from migrant and refugee communities.
3. Ability to communicate in a language other than English

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conducted work outside normal business hours
- Must be physically capable to carry out administrative duties, including extended periods of computer use
- Participate proactively in organisational initiatives.
- Support other team members in periods of high demand and during periods of absence.

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, meeting 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

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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
- 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 reference checks, a national criminal records check, working with children check, international police check (if applicable), proof of identity, working rights in Australia and any specified qualifications
- Signing a Confidentiality Agreement is a personnel requirement of inTouch
- The successful applicant will initially be engaged for a probationary period of six months. During this period, either party can terminate employment with one week's notice.
- 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.
- The successful candidate is required to comply with the inTouch policy for all staff to have full COVID vaccinations, including boosters, unless they have a medical exemption.

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 detailing your skills, knowledge and qualification for this position, and a brief document, limited to 2 pages addressing the key selection criteria.

Email your application to recruitment@intouch.org.au

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