

Position Description

Project Coordinator

Job Title	Project Coordinator		
Reports to:	Policy Manager		
Business Unit	Research, Evidence and Policy	Team	Policy Team
Contract Type	0.8 – Full time, 12-month fixed term role		
	Safe and Equal Level 6.1 (as per Safe and Equal Enterprise Agreement 2024-2026)		
	Annual Salary: \$114,841 (\$58.1178 per hour) plus superannuation		
	Salary sacrificing arrangements are offered within Australian Taxation Office guidelines		
	Office Location: Carlton		
Primary Purpose of this Position			
Safe and Equal plays a leadership role in designing and influencing innovative policy to prevent and respond to family violence, as well as building workforce capability and representing our members across the family violence continuum in a range of contexts.			
This Project Coordinator position sits within the Policy Team in Response, Policy and Evidence (RPE) portfolio. The newly established role of Project Coordinator will be responsible for working with allied sectors and other related stakeholders to design, implement and evaluate an innovative pilot program aimed at increasing cross-sector collaboration, with a specific focus on improving financial wellbeing and recovery for victim survivors of family violence.			
This includes translating findings from this pilot into actionable recommendations that address workforce needs and systemic gaps at a policy level. The role will also support the policy team across a range of other activities including project support, submission writing, research synthesis and other related policy and advocacy work.			
Scope			
Direct Reports		Indirect Reports	
Nil		Nil	

Key Relationships

All employees have responsibility for effectively managing relationships and working in a way that supports our culture and role models our organisational values.

Internal	External
Colleagues across all organisational portfolios: <ul style="list-style-type: none">• Culture, Operations and Engagement• Response, Policy and Evidence• Prevention, Advocacy and Social Change	Pilot program participants and partners Safe and Equal member organisations – Victorian specialist family violence services and prevention organisations Other community service sector peaks Government
Key Responsibilities	% of job
Project Management and Coordination <ul style="list-style-type: none">• With oversight from the Policy Manager and in collaboration with pilot partners, design and develop a project plan and associated impact measurement framework, establish governance structures, engage member organisations, guide and monitor implementation, including providing and/or coordinating training, collect data on activity, outputs and outcomes• Develop and implement effective project management and monitoring processes to enable success• Produce clear, succinct progress reports at key milestones within the project• Communicate clearly with stakeholders• Identify opportunities for systemic advocacy based on findings of project	70%
Responsive policy analysis and advice	10%

<ul style="list-style-type: none"> • Prepare submissions and responses to relevant consultation processes on behalf of Safe and Equal members • Maintain awareness of emerging issues, evidence and data around family and gender-based violence • Provide policy and advocacy advice, briefing materials and capability building to internal stakeholders and members • Support media and public engagement through preparing briefing materials, messaging, speaking notes, etc. • Provide coordination and secretariat support for member engagement structures and networks as required. 	
Stakeholder engagement and communication <ul style="list-style-type: none"> • Develop effective working relationships with a wide range of key government and non-government stakeholders • Represent Safe and Equal at external meetings, forums, and events as required • Establish regular opportunities for, and contribute to, information exchange and networking for key stakeholders 	10%
Project Support <ul style="list-style-type: none"> • Contribute to the design and development of project proposals in line with Safe and Equal's strategic priorities • Provide advice and support for specific projects as required 	10%
Organisational Context	

The way we work at Safe and Equal

All employees at Safe and Equal are expected to work in a way that supports the organisational values:

- Accountability and Integrity
- Equality and Justice
- Compassion and Humility
- Expertise and Collaboration
- Boldness and Courage
- Curiosity and Reflection

Diversity and Inclusion

Safe and Equal is the peak body for Victorian organisations that specialise in family and gender-based violence across the continuum, including primary prevention, early intervention, response and recovery. Our vision is a world where everyone is safe, respected and thriving, living free from family and gender-based violence.

We apply an intersectional feminist lens in our work to address family and gender-based violence and their intersections with other forms of violence, oppression and disadvantage.

At Safe and Equal, we are committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people of colour and people from migrant and refugee communities, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQ+) people, people with lived experience of family violence, and people with disability. We also consider applicants regardless of contact with the justice system and experiences of criminalisation, consistent with our legal requirement. If you have any support or access considerations that requires accommodation, we encourage you to let us know.

We are an Equal Opportunity and affirmative action organisation/employer and do not tolerate any form of discrimination or harassment.

We are aware that employees have different needs and responsibilities and recognise the importance of work and home life balance and prioritise flexible work practices.

If you are interested in the role but feel you may not meet the full range of selection criteria, we encourage you to contact us to discuss your experience and application for this position. At Safe and Equal we celebrate and support difference and know that one size doesn't fit all – we endeavour to be flexible, meet your needs, and support you at every stage of your contact with us.

Expectations of Staff

Strategic alignment

Proactively work in a way that directly supports Safe and Equal's strategic objectives.

Workplace Health and Safety (WH&S)

Proactively work in a safe manner, adhering to all WH&S requirements and adding to a culture that is safe and inclusive by reporting all hazards, near misses and incidents through the organisations WH&S process

Manage risk

Actively manage risks by working within the organisation's governance framework and complying with organisational policies, procedures and escalating when required.

The knowledge, skills, experience, qualifications and clearances required for this role are:

Essential	<ul style="list-style-type: none"> • A tertiary qualification in a relevant discipline (for example, public policy, social science, law reform, community development) or commensurate experience • At least 3 years' experience working in project management within the public or community sector • Demonstrated skills in monitoring and evaluation • Experience in and aptitude for engaging and influencing diverse stakeholders, and building partnerships to progress advocacy into action and effect change • Well-developed, proactive and creative problem-solving skills, including the ability to design innovative solutions and identify the necessary levers to get things done • Demonstrated experience in preparing high quality written communications in a variety of formats and for a broad range of audiences • Strong interpersonal and verbal communication skills, including presentation, consultation, and facilitation • Ability to work collaboratively as part of a close-knit team as well as independently, and to flexibly manage workload and competing demands • Sophisticated analytical skills, including the ability to source, synthesise and critically evaluate evidence and data from diverse sources • Ability to work with others to facilitate trouble-shooting and problem-solving in a complex environment
Desirable	<ul style="list-style-type: none"> • Experience working within a peak body setting • Knowledge of Victorian and Commonwealth policy, frameworks and law informing approaches to preventing and responding to family violence • Experience in developing and delivering training • An in-depth understanding of the ways that gender inequality intersects with other forms of inequality to limit people's access to services, support, and safety
Police Check	<p>A national police record check is required as part of the recruitment process. If you feel this could create a barrier for you, please contact us to discuss. A reported result on a police check will not necessarily prevent you being successful in this role. Results on a police check can be discussed and an assessment completed by Safe and Equal.</p>