

POSITION TITLE:	Project Manager: Intimate Partner Violence
AWARD CLASSIFICATION:	Social, Community, Home Care and Disability Services Industry Award 2010 MA000100 (SCHADS) – Level 5, commensurate with experience Salary range: \$84,000-\$90,000 plus superannuation and other benefits
PROGRAM/DEPARTMENT:	Service Delivery
DATE APPROVED:	16 th January 2023
APPROVED BY:	CEO

Concern Australia is a grassroots welfare organization that emerged out of the work of Rev Dr John Smith who also nurtured the international growth of the God's Squad Christian Motorcycle Club, beginning in the 1970s. Today we work with young people and children aged 5 – 25 years, creating opportunities for them live, learn and earn better and create the space for them to live life to the full.

Mission: Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

Vision: An Australia where young people and children have HOPE for a successful and positive life.

Values: Faith - Integrity - Respect - Belonging

Our work focusses on innovation, development and service delivery in the areas of Living, Learning and Earning; Housing and Homelessness; and Youth Justice. Each year we connect with 30,000 vulnerable young people across Australia through the following activities:

Living Learning and Earning

- Values for Life – seminars and workshops within primary and secondary schools to 25,000 students, parents, and teachers across Australia.
- Hand Brake Turn – prevocational automotive training to 80 young people per year across 2 locations.
- Hand Brake Turn Mobile – onsite automotive experiences offered in school and community settings.
- fiXit automotive – a social enterprise born out of Hand Brake Turn that offers detailing, servicing and repair of vehicles while providing employment to young people.

Housing and Homelessness

- Inside Out – the provision of Out of Home Care and Targeted Care Packages (TCPs) in partnership with the Victorian Government's Department of Families Fairness and Housing through the Enhanced Lead Tenant/Live In Mentor Program offered to young people living in properties across metropolitan Melbourne.
- STEPS Outreach Service – homelessness outreach support for young people, children, and their



families with long term relational and practical support, including advocacy, referral and material aid.

Youth Justice

- Referrals to all programs and ongoing relationship.

ORGANISATIONAL RELATIONSHIP

REPORTS TO:	General Manager – Service Delivery
SUPERVISES:	N/A
INTERNAL LIAISONS:	Inside Out Team, Business Operations, CEO
EXTERNAL LIAISONS:	Advisory Group; Department of Families, Fairness and Housing; Family Violence Sector

POSITION OBJECTIVES

- To build capacity within Concern Australia to respond to Intimate Partner Violence
- To establish internal resources, policies, and procedures that support staff in responding to intimate partner violence experienced by the young people we connect with
- To design and deliver training to Concern Australia staff, and colleagues in the Out of Home Care sector
- To access or develop resources and a service delivery approach that enhances the safety, education and support for young people experiencing Intimate Partner Violence
- To develop and design a program model response
- To give voice to the issue of Intimate Partner Violence in Out of Home Care and explore further ways in which the service system can respond to it

KEY RESPONSIBILITY AND DUTIES

- Develop and identify responses within the sector (best practice framework) to support young people who have experienced Intimate Partner Violence in the context of Out of Home Care
- Set up an advisory group to include internal and external stakeholders to lead and guide an implementation plan that achieves position objectives
- Develop comprehensive policies and procedures to support staff in the way in which they respond to disclosures Intimate Partner Violence and support the young people who are victims of Intimate Partner Violence and those who use violence in intimate partner relationships.
- Develop and deliver training to staff, providers, sector colleagues and interested parties.
- Develop Information Sharing protocols with partner agencies and service providers who can support young people experiencing Intimate Partner Violence
- Design and implement an evaluation framework and monitoring system to assess the effectiveness of interventions, partnerships, and referral protocols
- Develop a suite of resources across the organisation for staff and young people focussed on responding to Intimate Partner Violence
- Oversee the refinement of *Growing Strong*, an internal report along with its publication and launch of our commitment to giving voice to the issue of Intimate Partner Violence.

- Act as an internal advisor (consultant) for staff and management around the issue for Intimate Partner Violence

Duties beyond the scope of this position description but in line with an incumbent's skills, competencies and training may present from time to time. Reasonable requests for such duties to be discussed and agreed with line manager and executed accordingly.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

Qualifications and/or Experience

1. A relevant tertiary qualification in Social Work, Psychology, Community Development or equivalent /or less formal qualifications with specialised skills sufficient to perform at this level, with a minimum four years' work experience.
2. Successful completion of MARAM training

Knowledge and Experience

- A thorough understanding of Family Violence and trauma, and its impact on children and families
- Understanding of Out of Home Care /Child Protection
- Demonstrated experience and training in group-work facilitation
- Case management experience
- Demonstrated experience in project coordination
- Excellent liaison and networking skills, and ability to work collaboratively with a diverse range of stakeholders

Skills and Abilities

- Demonstrated commitment to working collaboratively with internal and external stakeholders and the community
- Demonstrated ability to maintain confidentiality
- Excellent communication skills, both verbal and written
- Excellent time management and organisational skills
- Excellent teamwork skills
- Ability to think creatively and innovatively
- Ability to consult and prepare reports/statements/correspondence as required
- Flexibility to adjust to changing organisational demands whilst meeting routine commitments
- Self-motivated and able to take responsibility

SECURITY CHECKS, LICENCES AND OTHER INHERENT REQUIREMENTS

- Satisfactory National Police Check and International Police Check (International Police Check if applicable).
- Valid Working with Children Check or relevant Victorian Teaching Registration.
- Some afterhours work may be required.



INHERENT PHYSICAL REQUIREMENTS

Concern Australia has a duty of care to all workers. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things.

Prolonged sitting: computer work, data entry
Occasional standing: filling, photocopying & scanning
Occasional bending, reaching and holding
Occasional walking, climbing stairs
Manual handling: occasional lifting & pulling
Occasional work in isolation
Occasional driving

KEY SELECTION CRITERIA

Essential

1. Minimum four years' experience in Social Work, Psychology, Community Development or equivalent /or less formal qualifications with specialised skills sufficient to perform at this level.
2. Successful completion of MARAM training
3. Understanding of current issues of Family Violence, Intimate Partner Violence and its impact on children and families
4. Experience in training and/or group work facilitation
5. Demonstrated capacity to be highly organised, work independently in a multi-task environment.
6. Ability to meet deadlines
7. Demonstrated respect for Concern Australia values
8. A passion to support children and young people

CHILD SAFETY COMMITMENT

Concern Australia is committed to providing child safe and protected environments in all its activities and programs and has a zero-tolerance approach to child abuse or exploitations. Contact and working with children is a critical responsibility. Children have the right to be safe and protected. All employees are required to have a valid Working with Children Check, National Police Check and International Police Check (International Police Check where applicable).

Supervisor Name: _____

Signed: _____ **Date:** _____

Employee Name: _____

Signed: _____ **Date:** _____