



Engender
Equality

Project Coordinator, Advocates for Change

Position Description

Position Title:	Project Coordinator, Advocates for Change
Location:	Engender Equality Tasmania - various
Classification/Salary:	SCHADS, Level 4.1 \$35.02/hour plus 9.5% superannuation
Employment Status:	Part-time, flexible hours (approx. 7 hours per week for 40 weeks)
Reports to:	Engender Equality CEO

About Engender Equality

Engender Equality has been established since 1987 and is a known and trusted specialist service for people who experience family violence. With offices around Tasmania, delivering tailored services, Engender Equality has a well-established reputation for relevant and meaningful work in the family violence sector.

Engender Equality works within an intersectional framework, which includes consideration of all barriers to services and other activities.

The Project Coordinator must share the values and philosophies of Engender Equality and fulfil the legal obligations associated with the role.

Suitably qualified people from all backgrounds are encouraged to apply.

About Advocates for Change

Advocates for Change positions victim-survivors of family and sexual violence as experts, who drive initiatives focused on gender equality, social change and the primary prevention of family and sexual violence. This project is tailored to Tasmania's specific environment, which has a decentralised population located in many small, tight-knit communities

To address gender inequality and family violence in Tasmania, Advocates for Change will:

- Adopt a community mobilisation model built on the value of lived experience voices. This strengths-based approach is recognised as an important technique for communities that are marginalised and often denied a voice in decision-making.
- Challenge social norms and practices that support violence using local activism.
- Target the condoning of violence and other anti-social behaviours, while also promoting and respecting community self-determination.

Advocates for Change is inclusive, relevant and intersectional and will empower people in the Tasmanian community to be part of decision-making, drive new initiatives and to claim ownership of the program.

Position summary

We're looking for an energetic, well-organised, relationship builder with knowledge and experience in the domestic/family violence or community sector field, an understanding of Tasmania's unique geography and the barriers it creates; and a passion for elevating victim-survivor advocates' voices. As the Advocates for Change Project Coordinator, your primary focus is to grow, coordinate and manage the logistics of this ground-breaking project. Responsibilities include; working with victim-survivor advocates, working with media and journalists, booking advocates for events and speaking opportunities; organising ongoing support and training for advocates; liaising with other organisations interested in developing advocacy programs as well as the development of systems, policies and procedures, involvement in training delivery and program evaluation.

This position has the flexibility to be conducted through online platforms and has adapted to the current social distancing measures as a result of Covid-19.

Working relationships

- Engender Equality staff team
- Engender Equality Governance Board
- Advocates for Change participants and candidates
- May supervise students and volunteers

Position Overview

Coordinate the Advocates for Change project from end to end, providing full project support to advocates, contributing to development of policies and procedures and facilitating training.

Day-to-day activities may include;

- Liaising with journalists
- Identifying new opportunities for Advocates to speak
- Planning and supporting the facilitation of a workshop
- Building and maintaining an online profile for the project
- Supporting an Advocate with post presentation follow up

Requirements

- Not a current client of Engender Equality
- A current National Police Check/Working with Children Check or the ability to obtain these.
- Current Tasmanian drivers licence
- Employee privacy and confidentiality agreement must be signed prior to appointment.
- Engender Equality recognises that vicarious trauma is an inevitable consequence of working in the domestic and family violence sector and all employees are provided with access to clinical supervision.

Key Performance Areas

- Coordinate the Advocates for Change Project – including planning, implementation, training, development and evaluation
- Develop and maintain strategic relationships and partnerships with members and key stakeholders
- Draft media responses, social media posts and event collateral for release
- Coordinate and execute events in relation to Advocates for Change Project
- Assist with the identification and sourcing of appropriate funding to continue the project beyond 2020 and contribute to the writing of funding submissions and reports
- Participate in meetings where appropriate to promote and develop the Advocates for Change project.

Other responsibilities

- Understand and comply with Engender Equality's policies and procedures and any other legislative requirements relevant to this position
- Maintain records and provide regular reports
- Other roles and responsibilities may be identified and developed in consultation with the CEO as the project progresses
- Attend relevant meetings in line with Engender Equalities strategic directions and to inform the development of the project

SKILLS AND EXPERIENCE (selection criteria)

Essential:

1. Lived experience of family and/or sexual violence

2. Project management

- Identifying and prioritising tasks, planning ahead and developing schedules, and anticipating and adjusting for potential barriers and problems.
- Knowledge and experience in developing systems and policies and procedures

3. Communication

- Capacity to network and build partnerships with a broad and diverse range of stakeholders
- Excellent verbal and written communication skills
- Computer processing skills

4. Practice Skills

- A commitment to working within a decolonised, feminist, social justice framework using a gendered analysis of violence against women
- An understanding of intersectionality and the importance of elevating diverse voices and experiences

Desirable:

- Recent experience working within the Tasmanian family and/or sexual violence or community sector or in a community controlled organisation
- Experience in delivering training
- Demonstrated skills in advocacy or consumer representation
- Experience working with media or in a communications role

How to Apply

Applicants are encouraged to send a curriculum vitae as well as a cover letter of no more than two pages addressing the selection criteria and outlining their relevant experience and interest in the role to: advocates@engenderequality.org.au **by 27th May 2020** with subject line **ATTN: Co-ordinator role**

If you're interested in the role but not sure if you meet the selection criteria or for more information about the role please contact Jess at the Engender Equality office on 0456 640 325 (Wednesdays preferred) or advocates@engenderequality.org.au with Subject line: **ATTN Co-ordinator enquiry**

Engender Equality's commitment to diversity:

The expertise, lived experience and cultural wisdom of Aboriginal and Torres Strait Islander, First Nations, LGBTIQ, migrant, culturally diverse and women with disability are valued by Engender Equality and applicants from these groups are strongly encouraged to apply (as are people with parenting responsibilities). We recognise that this position requires a broad range of skills and as such there is some flexibility in the number of hours worked per week and the key areas of responsibility.

Engender Equality encourages applicants to identify their areas of experience that best match the role and any preferred options for flexible working arrangements.