



Engender
Equality

LGBTIQA+ Family Violence Guidelines Project Officer

About Engender Equality

Engender Equality (formerly SHE) is a state-wide not-for-profit organisation that supports people affected by family and domestic violence in Tasmania.

We work to end all family, domestic and intimate partner violence.

We see gender inequality as both the cause and the context of family violence.

We believe that only by actively challenging gender-based oppression can we achieve positive and respectful relationships within healthy, inclusive structures and institutions. This outcome will ultimately benefit the whole Tasmanian community.

We acknowledge that family violence is complex and that it includes a broad range of behaviours that are sometimes not recognised as violence. We also know that people are affected by violence in different ways. Due to multiple forms of oppression we commit to an intersectional and lifespan understanding of the impacts of family violence.

A dynamic, evolving organisation, Engender Equality's philosophies, practice and resources are based around lived experience and grounded in research. Our progressive approach, combined with three decades of skills, knowledge and hands-on involvement gives us an edge in the fight for gender equality in Tasmania.

Our Vision, Values and Service Philosophy

Vision

Tasmanians living free from violence

Values

Ethical. We promote professional practices and service provision.

Inclusive. We are inclusive and embrace diversity.

Practice integrity. We challenge discriminatory behaviours and attitudes.

Expect safety. We ensure physical, psychological, and emotional safety.

Community focused. We facilitate community capacity.

Trust. We seek to build trusted relationships.

Service Philosophy

Engender Equality maintains that the best opportunity for supporting change and achieving goals is created when people we serve are positioned as experts in their experience and at the very centre of the organisation.

Our service philosophy is built on the following positions:

- Family violence is a human rights violation. Violence is unacceptable within a relationship.
- Women, gender diverse and non-binary people, and children have the right to safety within their homes.
- Family violence involves abuse of power and is predominantly directed towards women by men.
- Family violence and abuse is a reflection of the inequities between men and other genders.
- Perpetrators of violence are responsible for the violence.
- Legal sanctions are part of the response to family violence.

Role and Service Context of the LGBTIQ+ Family Violence Guidelines Project Officer

In late 2023, Engender Equality entered into a Grant Deed pursuant to the Tasmanian Department of Premier and Cabinet's *Family and Sexual Violence – Supporting Diverse Communities Grants Program 2023-24*, to deliver a project titled "LGBTIQ+ Family Violence Guidelines".

This project will ensure family violence service providers in Tasmania have the skills and understanding necessary to adequately meet the needs of LGBTIQ+ Tasmanians. It will do so by developing a set of LGBTIQ+ family violence practice guidelines in collaboration with Working It Out, Tasmania's only dedicated LGBTIQ+ service provider, and with LGBTIQ+ community members.

The project has four (4) broad elements:

Element 1. Engender Equality and Working It Out will provide training to each other in respective areas of expertise. Engender Equality will also send staff to Working It Out's "How 2" training program for potential Rainbow Tick accreditation.

Element 2: The two services will engage in direct consultation and active engagement with LGBTIQ+ people to identify their needs with respect to accessing family and sexual violence services. Working It Out's workers will be consulted and the practice wisdom of Engender's LGBTIQ+ staff will be leveraged. Additionally, feedback will be sought from LGBTIQ+ members of Engender's lived experience program, *Advocates for Change*.

Element 3. The two services will develop shared service guidelines that outline a trauma-informed and inclusive approach to supporting LGBTIQ+ victim-survivors of family violence. These guidelines will support establishing innovative practices for addressing the unique needs and experiences of LGBTIQ+ individuals affected by family violence. The guidelines will be applied in service delivery at both agencies with the anticipated outcomes being:

- Improved recognition of experiences of family violence
- Cross-agency support for people seeking services
- Strengthened family violence response for LGBTIQ+ people.

Element 4. Engender Equality and Working It Out will collaborate to create a Tasmanian-specific professional learning package from the shared service guidelines. This package will include an overview of LGBTIQ+ people and identities; the unique experiences and needs of LGBTIQ+ people in relation to family violence; how to provide services in a culturally safe way; and how to embed safety and inclusivity throughout an organisation. It will be offered as a professional development workshop to other family violence service providers and practitioners around the state.

The need for the project is based on the following (summarised) project logic:

- Family violence and intimate partner violence can occur in lesbian, gay, bisexual, transgender and/or queer relationships, with research indicating comparable or higher rates to the broader population, **however**
- Family violence services are typically designed with a heterosexual, cis-gendered, and endosex-centric view of relationships. This means identifying and responding to LGBTIQ+ experiences of family violence can present specific challenges for community members and for service providers, **and so**
- Engender Equality and Working It Out propose to increase the operational capacity of both services and the broader family violence sector via co-designed guidelines that facilitate tailored services to LGBTIQ+ people experiencing family violence.

Position Description

Job Title:	LGBTIQ+ Family Violence Guidelines Project Officer
Location:	Engender Equality (State-wide)
Classification/Salary:	SCHADS, Level 6
Employment Status:	Fixed Term (12 months) 37.5 hours/week
Reports to:	Chief Executive Officer
Specifications:	6 month probation period

Role Purpose

Reporting to the Chief Executive Officer, the Project Officer is a fixed term specialist role, responsible for implementing the “LGBTIQ+ Family Violence Guidelines Project” in partnership with Working It Out and in accordance with the Grant Deed between Engender Equality and the Tasmanian Government.

To effectively implement the project the responsibilities and accountabilities of the Project Officer are:

Partnership between Engender and Working It Out

- Develop and maintain a strong, positive working relationship between Engender and Working It Out
- Jointly develop project implementation plans with relevant Working It Out personnel
- Reach agreement with Working It Out on allocation of project tasks and sharing of information, knowledge and expertise
- Work in accordance with any protocols agreed between Engender and Working It Out.

Planning

- Develop a detailed project implementation plan to implement the requirements of the Grant Deed, to be approved by the CEO
- Ensure the project plan includes timelines, KPIs and budgets
- Adapt the project plan to changing circumstances, including specific actions identified by the CEO
- Ensure the project plan aligns with and supports other identified policies, frameworks and research, including (but not limited to) *Survivors at the Centre: Tasmania’s Third Family and Sexual Violence Action Plan 2022-27*; *The National Plan to End Violence against Women and Children 2022-2032*; *Opening Doors - Ensuring LGBTIQ+ Inclusive Family, Domestic and Sexual Violence Services* (Latrobe, 2022); *Intimate Partner Violence in Lesbian, Gay, Bisexual, Trans, Intersex and Queer Communities* (Australian Institute of Family Studies, 2020)
- Ensure project planning is informed by the Tasmanian LGBTIQ+ community and people with relevant lived experience of family and intimate partner violence.

Coordinate delivery

- Methodically implement the project plan against agreed timelines, KPIs and budgets
- Collaborate effectively with others to leverage existing expertise and knowledge
- Monitor and report on project activities
- Identify and assess project risks; monitor these risks; and mitigate these risks.

Staff and stakeholder communication

- Establish and maintain positive, collaborative and effective communication with Engender Equality staff, Working It Out staff, key organisational stakeholders, the LGBTIQ+ community, and people with lived experience to ensure the project is appropriately planned and implemented
- Prepare and deploy internal and external communications to support the project
- Provide timely, concise and accurate responses to inquiries relating to the project.

Project delivery technical requirements

- Design and develop administrative tools required to deliver the project
- Undertake research and analysis to support informed decision-making and planning
- Maintain orderly and accurate digital records of project data and information.

Record and monitor Key Performance Indicators/Outputs

- Ensure that project planning, project implementation and project monitoring/reporting incorporates the following Key Performance Indicators (KPIs) as per Annexure B of the Grant Deed:
 - Number and type of training sessions provided by Engender Equality for Working It Out staff.
 - Number of Working It Out staff that participated in the training provided by Engender Equality.
 - Number and type of training sessions provided by Working It Out for Engender Equality staff.
 - Number of Engender Equality staff that participated in the training provided by Working It Out.
 - Number of consultations and active engagements with LGBTIQ+ people to inform the development of the guidelines.
 - Guidelines developed and shared with specialist services statewide by 31 December 2024.
 - Details of training package including: total number of training sessions held to date; total number of participants; and participating organisations.
 - At least one case study.

Grant Progress Reporting and Compliance with Funding Agreement

- Prepare information for Progress Reports as required by Item 11 of the Grant Deed and instructed by the CEO.
- Monitor and help ensure compliance with Engender's obligations under the Grant Deed and associated documents.

Other Responsibilities

- This position description is not intended to be an exhaustive list of duties. The person selected for this role will be expected to perform other related tasks requested by the CEO and as necessitated by the development of this role and the development of the organisation.

Selection Criteria

- Demonstrated knowledge of key issues associated with family violence and intimate partner violence in LGBTIQ+ relationships, which may include lived expertise
- Prior experience delivering outcome-focused projects
- An understanding of project management principles including planning, monitoring, and reporting
- Demonstrated high level written and verbal communication skills, including digital competency
- A positive, solutions-focused attitude, with attention to detail and ability to meet tight deadlines
- Ability to work independently and within a small team on own initiative, demonstrating resourcefulness and managing competing priorities.

Other Mandatory Requirements of this Role

- Must hold Australian citizenship or be a permanent resident of Australia.
- Must satisfactorily comply with National Police Clearance and Working with Vulnerable People requirements
- Current drivers' licence
- Demonstrated knowledge of Tasmanian Government policies and legal requirements relating to family violence (or the capacity to acquire)
- Capacity to fulfil the basic physical and psychological requirements of the position as set out in Table A below.

Key Competencies for all Engender Equality staff

Self-Assessment and Reflection: The capacity to recognise own feelings and those of others, for motivating ourselves and managing emotions well in ourselves and our workplace relationships. To be capable of self-awareness, self-management, social awareness and relationship management, in order to contribute to a more effective and supportive organisational culture.

Quality: Engage in activities that promote continuous improvement in provision of community health services.

WHS/Risk Management: Work performance complies with WHS/Risk Management obligations.

Service Performance: Services are delivered in a timely manner, meet Engender Equality expectations, and are consistent with sound administrative and operational procedures and practices and within allocated budgets where applicable.

Communication: Information is disseminated on-brand, using appropriate media/language to the right people at the right time.

Accountability: Individual responsibility to deliver services within the relevant legislative and regulatory framework and through sound financial practice.

How to Apply

For further information regarding this position, please contact:

Alina Thomas

0438 788 291

ceo@engenderequality.org.au

Applications must include an up-to-date CV and a separate document addressing each item in the 'Selection Criteria' and 'Other Mandatory Requirements of this Role,' with reference to the 'Role Responsibilities and Accountabilities' as appropriate.

Please forward your complete application to ceo@engenderequality.org.au by COB 11 March 2024

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.

TABLE A: The basic physical and psychological requirements of the LGBTIQ+ Family Violence Guidelines Project Officer	
Work Environment	
Manage demanding and changing workloads and competing priorities.	Daily
Work in a team environment.	Daily
Work in different geographic locations.	Regular
Be exposed to all outdoor weather conditions.	Regular
Work in unstructured environments (e.g. outreach).	Regular
Work office hours with the possibility of extended hours.	Regular
Work after hours, as operationally required.	Regular
Work in an open plan office.	Daily
Work in buildings which may be two-storey.	Regular
Sit at a computer or in meetings for extended periods.	Daily
Work in an environment with competing demands.	Daily
Present at court and other jurisdictions.	Not required
People Contact	
Liaise with government, non-government and community organisations.	Daily
Work with clients who may have a physical or sensory disability.	Regular
Interact with members of the public who may display the full range of emotional expressions and behaviours, including partners, significant others, family members, advocates, doctors, police.	Regular
Interact with clients and other people who could display challenging behaviour.	Regular
Facilitate access to specialist, generic and community services.	Daily
Undertake training and professional development activities.	Regular
Administrative Tasks	
Undertake administrative tasks which may include: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	
Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional