



Total Workforce Services

## **Applicant Information Package for the opportunity of**

**Project Coordinator  
Part-Time (7hrs/wk)  
12-month contract**



## **Blacktown Domestic & Family Violence Leadership Group**

Dear Applicant,

Thank you for your interest in the position. This package contains the information you require to apply for the position, including:

- Overview about the Employer
- Job Description
- Selection Criteria

## Background...

In 2020 a group of service providers convened to discuss 3 homicides that occurred in Blacktown City in May 2020. Blacktown LGA has had high rates of domestic and family violence (DFV) for many years however this escalation was of great concern particularly during COVID when many established networks and forums were not meeting. Throughout 2020 this DV Providers Group recognised that the prevalence of violence against women in the community demanded the ongoing development of appropriate coordinated and integrated systems and services (including the criminal justice system) as a priority in order to improve the safety of women and children, and to hold individual perpetrators accountable for their violence.

It was also recognised that while it was essential to continue working on better responses to existing violence against women and children, it is also necessary to work to 'stop it before it starts' and focus attention on primary prevention and addressing underlying causes of the problem, rather than only focussing on its results or 'symptoms'.

Across Blacktown City there were a range of networks and forums. Across the State and Nationally there are a range of plans, initiatives and policy directives, however a gap was identified in community led and coordinated localised service responses, as well as Leadership Group that brought together leaders from both government and non-government services.

The DV Providers Group shared a vision that Blacktown City has a coordinated and informed approach to domestic and family violence with quality responses that lead to safe homes and safe communities that focuses on prevention as well as intervention.

The DV Providers Group decided to engage with key stakeholders to develop a whole of community Strategic Framework and to move the discussion of violence against women and their children from being viewed as a problem for women and the 'domestic violence' sector, to discussions about what role the community, individuals, workplaces, sectors and organisations can take. The DV Providers Group also agreed to establish The Blacktown Domestic and Family Violence Strategic Leadership Group with representatives from key government and non-government agencies, who would sign a Letter of Intent indicating their commitment to this process. The Blacktown Domestic and Family Violence Strategic Leadership Group has in kind support and some funding from its members, and has also secured funding from external sources to recruit a Project Coordinator to support the work of the Leadership Group and progress the Blacktown Domestic & Family Violence Strategic Framework (the Framework). Further funding opportunities are being explored.

The Framework provides the platform for shared commitment and a roadmap to realise our vision for the future. It will encompass a range of priority areas that ensure the community, government and non-government organisations are supported to take action including integrated responses, data sharing, community education, advocacy and social change.

The Framework will facilitate and improve:

- prevention
- early intervention
- integrated responses and
- sector coordination

## *Some of the great benefits provided to employees...*

- Be part of a network that is well established in the community as safe places for women to seek assistance, support, learning, counselling, friendship and social activities
- Make a difference in women's lives every day
- Participate in a wide range of community consultation events and activities
- Boost your take home pay with Salary Packaging

## *Salary Packaging...*

This employer has been endorsed as a Public Benevolent Institute (PBI). As such, they can offer their employees access to salary packaging benefits. Salary packaging offers significant tax benefits which present an opportunity for you to increase your take home pay by allowing you to take part of your income as a tax-free benefit. Salary packaging is completely voluntary but if you choose to utilise this, it can decrease your taxable income and therefore tax paid, increasing the amount you take home each pay period.

## *Child Related Employment...*

This role is classified as child related employment and as such, the successful applicant will be required to provide a copy of current clearance of a paid employment type NSW Working with Children (WWC) check (under the Child Protection (Working with Children) Act 2012). A copy of the letter you received from the Office of the Children's Guardian confirming your identity, your NSW WWC check number and expiry date is suitable.

If you don't currently hold a NSW WWC check, you do not need to gain this prior to applying for this job. Please accept this as advanced notice that should you progress through the recruitment process as far as to being offered the role, you would need to agree to apply for a check without delay as it can take up to 4 weeks to process. Fees involved are generally tax deductible.

However, if you currently hold a WWC check from another state or you hold a volunteer type NSW WWC, legislation does allow for you to start in the role assuming you apply to transfer to a new paid employment check within 3 months. So again, please note you do not need to gain this prior to applying for this job.

For more information, please visit the Office of the Children's Guardian website  
<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

## *About the Position...*

This position will:

- undertake community consultation to establish priorities and levels of understanding/ awareness of domestic and family violence
- undertake broader stakeholder consultations to develop an agreed action plan for how to address the established priorities and strategies arising from the community consultations
- finalise and support the implementation of the Blacktown City Domestic & Family Violence Strategic Framework and action plan
- develop an approach to service system improvements including strengthened collaboration, communication and referral pathways will be sustainable and provide ongoing benefits to both the community and organisations
- advocate for inclusion of key local priorities, issues and solutions in relevant policies at a local, state and federal level

- work with the Blacktown Domestic & Family Violence Leadership including attendance at meetings, liaising with the chair, progressing agreed initiatives and working closely with the Leadership Group secretariat

### *Position Details...*

<b>Location:</b>	Work from home with future centre based work (meetings and consultations)
<b>Hours per week:</b>	7 hours
<b>Days of work:</b>	To be negotiated
<b>Term:</b>	Part-Time, 12 month contract
<b>Award Coverage:</b>	Salary and conditions of employment will be as described in the NSW SCHADS Award.
<b>Salary:</b>	Salary for the role will be at Level 7-8. To be determined with successful applicant dependant on experience etc.
<b>Positions available:</b>	There is 1 vacant position being advertised.

### *COVID-19...*

The services this employer is funded to provide to the community is categorised as an essential service so has remained open during COVID-19 shutdown periods. Just some of the measures this employer has adopted to ensure they are providing a COVID-SAFE workplace for their employees are:

- Daily cleaning of the premises and other items
- Social distancing
- Providing hand sanitizer
- Providing personal protective wear for home visits
- Asking staff feeling unwell to remain home instead of coming in to work

### *Recruitment process...*

- Applications will be reviewed as they arrive and interviews will occur without delay due to the need for an immediate start, so you are encouraged to apply without delay
- You may be invited to initially participate in a brief telephone interview to discuss your application further and your suitability for the role
- It is standard practise to interview with a Selection Panel. This Panel is responsible for assessing applicants for the position based on the Selection Criteria. Selection panels are usually comprised of 2 or more members

## *How to Apply...*

Your resume should include details of your previous work history with a brief description of duties associated as well as your educational history. You should also include 2 professional referees (or be willing to provide these details at a later date if you proceed in the recruitment process).

All applicants will need to address the selection criteria as mentioned in the ad/Position Description. The reason our candidate requires this information as it helps them make an informed decision about your suitability for the role and if you should proceed to interview.

Addressing the selection criteria doesn't need to be a lengthy process, a few sentences to each is fine. It's all about allowing us a chance to get to know you a little deeper in things that might not be covered specifically in your just your resume.

To assist you we have attached below 2 forms you can fill out and return to us along with your resume to the following email address: [jobs@totalworkforceservices.com.au](mailto:jobs@totalworkforceservices.com.au)

Or if you'd prefer to fill out these forms electronically, you can visit our website and fill out your application online <https://www.totalworkforceservices.com.au/jobboard>

Receipt of your application will be confirmed by email.

### ***Still looking for more information?***

If you have any questions or would like to talk a bit more about this job before applying, please feel free to call us on (02) 4555 4634 or email [jobs@totalworkforceservices.com.au](mailto:jobs@totalworkforceservices.com.au)

Thank you for your expression of interest regarding employment with this employer.

Good Luck!

## *The Position Description...*

### **JOB DESCRIPTION**

**JOB TITLE:** Project Coordinator

**JOB TYPE:** Part-Time (7 hours per week), 12 month contract

**LOCATION:** Remote (work-from-home)

**RESPONSIBLE TO:** This role will report to the Blacktown Domestic & Family Violence Leadership Group.

---

#### **MAIN DUTIES/RESPONSIBILITIES:**

The project coordinator will engage whole of community in identifying and responding to:

- gender inequality, bias and discrimination
- the disproportionate impact of domestic, family and sexual violence experienced by women and girls
- the mental health/wellbeing of women and girls
- need for women to engage with networks, information and services that respond to their needs and
- opportunities to continue to improve the coordination, integration and delivery of services

The project is designed to decrease the incidence of family violence, and improve outcomes for those affected by family violence through establishing a coordinated, collaborative and sustainable response to family violence

- increasing access to family violence services through resource enhancement and establishment of new initiatives
- increasing capacity within the service system
- strengthening community capacity by promoting preventative strategies which enhance and support skills, systems and structures for a healthier, safer community
- monitoring, reviewing and refining models of service delivery and partnerships to meet community needs

The project coordinator will also support the Leadership Group to contribute to policy development and practice at a local, state and federal level including contributing to:

- Blacktown City Council's community priorities
- the NSW Premier's priorities
- The National Plan to Reduce Violence against Women and their Children 2010 – 2022 priorities
- and basic human rights for all people in Blacktown LGA and surrounds to be living their lives free of domestic and family violence

## **DELIVERABLES:**

- undertake community consultation to establish priorities and levels of understanding/ awareness of domestic and family violence.
- undertake broader stakeholder consultations to develop an agreed action plan for how to address the established priorities and strategies arising from the community consultations
- finalise and support the implementation of the Blacktown City Domestic & Family Violence Strategic Framework and action plan
- develop an approach to service system improvements including strengthened collaboration, communication and referral pathways will be sustainable and provide ongoing benefits to both the community and organisations
- advocate for inclusion of key local priorities, issues and solutions in relevant policies at a local, state and federal level
- work with the Blacktown Domestic & Family Violence Leadership including attendance at meetings, liaising with the chair, progressing agreed initiatives and working closely with the Leadership Group secretariat

## **SELECTION CRITERIA**

### **Essential:**

- Minimum of 10 years work experience within Community Services Sector or similar
- Demonstrated ability to lead projects, design and implement improvement initiatives
- Excellent ability to use initiative, prioritise work and meet deadlines
- Demonstrated experience in consulting with senior managers and staff at all levels of an organisation
- Excellent engagement and networking skills including the ability to engage different audiences in knowledge transfer and influencing change
- Proven ability to present and communicate complex ideas clearly, effectively and engagingly to a range of audiences
- Proven experience in initiating and maintaining relationships with key stakeholders
- Proven experience in contracting, consulting, advisory work and coaching
- Innovative, flexible and adaptable with an ability to thrive under pressure and enjoy new challenges

### **Desirable:**

- Tertiary Qualification in Community Services and/ or Business or similar
- Working knowledge of financial management within a not for profit
- Harnesses information and opportunities to support strategic development
- Strong understanding and knowledge of the policy framework that supports the domestic and family violence and homelessness sectors

*To be female is a genuine requirement for the position under Section 31 of the Anti-Discrimination Act 1977.*

*A successful Working with Children Check (WWCC) and Federal Police check is required to be employed with DVSM.*