

Stopping Family Violence (Inc.)

Position Description



Position details

Position	Project Officer
Position Type	Full time, will consider part time applications 12-month contract
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Remuneration	TBC in line with qualifications and experience
Direct Reports	Nil
Reporting To	Chief Executive Officer, Stopping Family Violence
Location	Curtin University, Bentley WA Regular travel required to Kimberley

Position Purpose

The Project Officer will support the delivery of a new intervention combining Men's Behaviour Change and Alcohol and Other Drug Interventions with Specific Focus on Aboriginal Perpetrators of Family and Domestic Violence (FDV).

The purpose of the grant is to fund the development and initial piloting of a program, in the Kimberley Region, which provides an integrated approach to Men's Behaviour Change (MBC) and Alcohol and Other Drug (AOD) intervention with a specific focus on Aboriginal perpetrators of FDV.

The pilot supports further implementation of the state Government's Safer Families, Safer Communities Kimberley Family Violence Regional Plan 2015 – 2020 (Kimberley Plan). The aim of the Kimberley Plan is to reduce FDV and improve community safety in the region, particularly within Aboriginal communities.

Stopping Family Violence

Stopping Family Violence (SFV) is a new not for profit which was established in Western Australia to drive forward the agenda of perpetrator response and grow the evidence base that supports this work.

The purpose of the organisation is to work in partnership with women and children's services, policy makers and researchers to provide leadership in the area of family and domestic violence perpetrator response. Through collaborations with key stakeholders SFV will facilitate activities such as advocacy, workforce development, research and program development.

Stopping Family Violence has been created as an independent body in WA to work with program providers, government, victim and children's services, and research and training bodies around perpetrator response and intervention.

In order to remain independent SFV will not engage in service deliver that puts it in direct competition with members of the network. Instead SFV will focus its efforts on developing the skills, knowledge and evidence base of the sector through research and pilot activities.

Stopping Family Violence is proud to be working in partnership with Curtin University School of Occupational Therapy, Social Work and Speech Pathology and the Women's Council of WA to help us deliver on our purpose.

Key responsibilities

Key responsibilities of the role are:

- Develop project schedule to ensure key deadlines within the Grant Agreement are met
- Organise and support facilitation on consultation meetings
- Manage the development of the pilot program, involving all relevant stakeholders
- Support the implementation of the pilot program
- Ensure quarterly reports are developed and submitted to the Department of Communities within required timeframes
- Ensure work is delivered on time and within budget
- Support and work together with contracted providers
- Undertake administrative and research tasks related to the project
- Establish and maintain relationships with a range of stakeholders, particularly within the Kimberley region

Selection Criteria

- High level of computing skills including use of the Microsoft programs Word, Excel, Outlook and PowerPoint
- Well-developed interpersonal, written and verbal communication skills with a high level of attention to detail
- Demonstrated ability to communicate, negotiate and build strong relationships with a wide range of stakeholders
- Experience in a FDV related field
- Proven ability to work independently
- Experience in project management, with proven experience in meeting key deadlines
- Proven experience staying within budget
- C Class Drivers Licence
- Current police clearance (can be obtained if successful)