



Project Officer: Prevention of Violence against Women

Position Description

Context

Multicultural Centre for Women's Health (MCWH) is a national, community-based organisation which is led by and for women from immigrant and refugee backgrounds. We are committed to advancing the health and wellbeing of immigrant and refugee women, through our research, leadership, education and advocacy: our experiences, our stories and our voices.

MCWH works together with immigrant and refugee women, community organisations, health practitioners, employers, communities and governments to build and share knowledge, achieve equity and improve health and wellbeing for immigrant and refugee women.

In line with the exceptions outlined in the Equal Opportunity Act 2010, Section 28, MCWH prefers to employ women from immigrant and refugee backgrounds.

Position objectives

To work as a member of the PVAW team to ensure the successful and timely completion of MCWH's Gender Equity and Prevention of Violence against Women (PVAW) Projects.

Organisational relationships

Internal

The Project Officer reports to the Prevention of Violence against Women Team Leader.

External

Relevant federal, state and local government departments; funding bodies; national, state and regional research, service delivery and policy bodies; media; community organisations, migrant and refugee women.

Extent of Authority

Day-to-day implementation of MCWH Gender Equity and PVAW Projects.

Key Responsibilities

Project implementation

- Work as a member of the PVAW team to implement MCWH Gender Equity and PVAW projects;
- Establish and resource Project Advisory Committees as required;
- Develop and implement evaluation and data collection plans;
- Participate in the preparation of reports for funding bodies;
- Develop and implement communications strategies;
- Facilitate effective communication of project progress among MCWH staff;
- Ensure open and regular ongoing communication with key project stakeholders;
- Promote and publicise projects;
- Present project findings at conferences, forums and seminars.

General (Responsibilities carried out by all staff)

- Represent MCWH externally as required;
- Undertake appropriate relationship analysis to inform work priorities;
- Prepare articles for publication or presentation as required;
- Participate in planning, development and evaluation of the organisation;
- Develop a regular work plan and participate in regular performance appraisal and professional development;
- Prepare work reports as required;
- Participate in ongoing roster systems;
- Other duties consistent with the role and as negotiated with the PVAW Team Leader.

Selection Criteria

Essential

- Relevant tertiary qualifications;
- Minimum of 3 years' experience in a project implementation role;
- High-level research and evaluation skills;
- Excellent project/program planning, implementation and coordination skills;
- Excellent analytical and report-writing skills;
- Excellent communication, interpersonal and negotiation skills;
- Understanding of the issue of PVAW and experience working in the field;
- Experience engaging migrant and refugee and faith communities in the promotion of gender equity and the prevention of violence against women;
- Commitment to, and understanding of, immigrant and refugee women's issues from an intersectional feminist perspective.

Highly Desirable

- Experience developing and delivering training and capacity building activities;
- Victorian drivers licence;
- Fluency in a language other than English.

Special Requirements

- Some evening or weekend work may be required from time to time
- Rural and/or interstate travel may be required from time to time.

Salary & conditions

- Part time position: 22.8 hours per week
- SCHCADS Award Level 5, pay point depending on experience and qualifications;
- Other benefits;
 - Salary packaging-tax benefit of up to \$30,000 (grossed-up);
 - Meal entertainment program;
 - Above-award leave entitlements as outlined in MCWH EBA.

Period of appointment

6 months, pending successful completion of a 3-month probationary period.

How to apply for this job

Applications should address the selection criteria and include an up-to-date CV. Please mark your application as 'Private and Confidential' and address them via email to:

Cirila (Lilac) P Limpangog
Research, Advocacy and Policy Manager
Email: lilac@mcwh.com.au using the subject line: PVAW Project Officer

Applications close on Thursday 28th February at 5pm.

Should you have any questions or queries please contact 9498-0924.