



## **Project Officer: Prevention of Violence against Women (PVAW) 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.

### **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 and communities.

### **Extent of Authority**

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

## **Key Responsibilities**

### **Project implementation**

- Ensure open and regular ongoing communication with key project stakeholders;
- Collaborate with project partners to meet project deliverables;
- Coordinate and facilitate workshops and meetings;
- Find and disseminate relevant PVAW resources and information;
- Develop and implement communications strategies;
- Participate in Project Advisory Committees as required;
- Develop and implement evaluation and data collection plans;
- Comply with reporting for funding bodies;
- Promote and publicise projects and events as relevant;
- 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;
- Facilitate effective communication of project progress among MCWH staff;
- 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;
- Excellent communication, interpersonal and negotiation skills;
- Commitment to, and understanding of, immigrant and refugee women's issues from an intersectional feminist perspective.
- Excellent project/program planning and implementation skills;
- Excellent analytical and report-writing skills;
- High-level research and evaluation 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;

- Minimum of 3 years' experience in a project implementation role;

### **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: 0.8 FTE (4 days a 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**

12 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:

Jasmin Chen  
Research and Advocacy Manager

Email: kim@mcwh.com.au using the subject line: Application for PVAW Project Officer

**Applications close at 6pm on Thursday 29 August 2019.**

If you have any questions, please contact MCWH on (03) 9418 0999.