

Position Description

Position Title	Education and Engagement Coordinator
Position Status	Full-time or Part-time (minimum three days) – negotiable / Fixed term for 12 months – with a possibility of extension
Salary	\$85,000 to \$90,000 per annum (pro rata) (depending on skills and experience) + salary packaging and superannuation
Award Classification	SCHADS Modern Award
Position Reports to	Manager Education and Engagement
Position Supervises	Nil
Date Reviewed	Nov 2022

Women's Legal Service Victoria

Women's Legal Service Victoria is a specialised and state-wide organisation providing services and support to women since 1982. We exist to help build a gender equitable society, driving systemic change and advocating for solutions for equality, safety and economic security. We are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. We use our experience to inform our policy, law reform and education work.

Women's Legal provides legal services within a multi-disciplinary and trauma-informed practice in the areas of family law, family violence, victims of crime, migration and child protection. Our model incorporates social work and financial counselling to provide wrap-around support to our clients.

Our culture

We are committed to our vision of building a gender equitable society.

- We are passionate, collaborative and solution-focused.
- We work alongside women experiencing disadvantage, to promote their rights to live free from violence, and make informed choices about their lives.
- We work in a way that is woman-focused, engaging and supporting the whole person and appreciating the complexity of her situation.

About the Education and Engagement team

Our Education and Engagement team comprises of Education and Engagement Coordinators, Lawyers and Administrators.

The Education and Engagement team helps to build a gender equitable country through:

Primary Prevention – working with legal and justice stakeholders sector-wide to rectify the gendered drivers of violence against women

Early Intervention – through peer and community education to strengthen a women’s ability to make informed decisions

Tertiary Response – through professional training programs that build professionals’ and organisations’ ability to respond to women’s needs

Position Objectives

To develop and deliver best practice training, legal education, and community and sector development programs that build the capacity of professionals and communities to respond appropriately to the needs of women experiencing relationship breakdown or violence.

Key Responsibilities

1. Training, Education and Community Development

- Work collaboratively with other members of the Education and Engagement team and other Women’s Legal staff to develop evidence-based and best practice training and education programs, including working on the development of eLearning packages
- Deliver excellent quality training and education programs to a broad range of professionals
- Work with communities to strengthen women’s capacity to exercise their rights and make informed decisions about their relationships
- Collaborate with partner organisations to deliver programs that meet the needs of women experiencing family violence
- Work collaboratively with staff from across Women’s Legal to develop an integrated approach to the achievement of the organisation’s goals

2. General Duties

- Participate effectively in organisational strategic planning initiatives, policy and procedure development and projects to advance Women’s Legal
- Perform other duties as directed and necessary to the proper performance of the role

Position Requirements

1. Skills, knowledge and behaviour

The following skills, knowledge and behaviour are required:

- Ability to plan, design, develop and implement best practice education and training programs, including the development of learning resources
- Strong project management skills, including setting priorities, planning and organising work
- Strategic and systemic thinking and the ability to foster these skills in others
- Design and deliver effective competency-based training
- Excellent oral and written communication and interpersonal skills

- Ability to work collaboratively in a team environment
- Ability to effectively network with a range of stakeholders
- Understanding of and ability to apply an intersectional feminist framework

2. Qualifications and Experience

The following qualifications and experience are required for the position:

Essential

- A tertiary degree in a relevant discipline
- Experience in training development and facilitation
- Experience in project management and stakeholder liaison

Desirable

- Experience in delivery of educational programs that respond to and/or prevent violence against women
- Experience in delivery of education programs that explain legal matters, the law and/or legal systems
- Experience in designing and developing e-learning training.
- A degree in Law

Shared Organisational Responsibilities

Women’s Legal Service Victoria (Women’s Legal) has the following expectations of all employees:

<p>Values and Behaviours</p>	<p>Women’s Legal works within a feminist framework, which means that we work:</p> <p><i>Alongside women</i>, promoting ‘power with’ or ‘power for’ our clients, rather than being complicit in a legal system that maintains ‘power over’ our clients</p> <p>In a way that is <i>woman-focussed</i>, engaging the whole person, appreciating the complexity of her situation and supporting women to address <i>all</i> of their needs</p> <p><i>As part of a movement for social change</i> to challenge the social, political, economic and legal structures that oppress women. We work as equal partners with everyone with whom we work, recognising their strengths and unique contributions. We take up a leadership role, when we can be most effective by engaging or influencing others</p> <p>It is through this framework, that high quality services are delivered to clients. It also defines how we treat each other as employees.</p> <p>Employees have an important role to play in upholding WLSV’s ethics and values, including the Code of Conduct.</p>
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Safe Workplace Actions	The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all WLSV policies related to the position.
Legislative Framework	The responsibilities of this position are completed in line with the relevant legislative framework of the position's team.

Equal Opportunity Employer

Women's Legal Service Victoria is an Equal Opportunity Employer committed to promoting a diverse and inclusive workforce and we strongly encourage Aboriginal and Torres Strait Islander people to apply for positions within our organisation. It is a key priority of our Reconciliation Action Plan to support principles of self-determination by increasing Aboriginal employment at Women's Legal. We recognise that our workforce can benefit greatly from the unique knowledge, skills and expertise of Aboriginal and Torres Strait Islander people in achieving a culturally safe and responsive service for our clients.

Child Safety

Women's Legal Service Victoria is committed to protecting children and vulnerable people who have contact with our service. It is a condition of employment for all staff to have a Working with Children Check. This must be provided at the time of appointment, and maintained for the duration of their employment.