



Position Description

Position Title	Education and Engagement Coordinator
Position Status	Full-time to Part Time (minimum 0.8FTE) / Ongoing
Salary	\$95,736.14 per annum (PRO RATA) + superannuation
Award Classification	SCHADS Modern Award 5
Position Reports to	Manager, Education and Engagement
Position Supervises	Nil
Date Reviewed	March 2024

About Women's Legal Service Victoria

Women's Legal Service Victoria (Women's Legal) is a specialised and state-wide organisation providing services and support to women since 1982. We exist to help build a gender equitable society and are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. It is through a feminist lens that we deliver high quality services to our clients and support each other as colleagues.

Women's Legal is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all career stages, and we recognise the many roles played by women in their families and communities. We are committed to supporting women's participation in employment through building skills and knowledge for those looking for a change, and valuing the diverse expertise brought into our organisation.

Staff are offered:

- An incredibly supportive work environment, working alongside other highly talented professionals, and enabled by an experienced management team.
- A strong commitment to your professional development, personal development, and health and wellbeing.
- A genuinely flexible working environment that supports women's participation in employment.
- Up to 7 days bonus leave!

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)

Our Culture

We're continually building on our culture of inclusivity, collaboration and safety so our teams and individuals thrive. We value diversity, build empathy and consider impact to foster belonging and create equity.

About our Education and Engagement team

Our Education and Engagement team is a multidisciplinary team of staff with expertise in training design and delivery, capacity building, organisational change, project management, and legal service delivery. The Education and Engagement team helps to build a gender equitable country through:

Primary Prevention – working with legal and justice stakeholders to address the drivers of gendered violence against women;

Early Intervention – through peer and community education to strengthen a woman's ability to make informed decisions;

Tertiary Response – through professional training programs to support people and organisations working with women to respond to their legal needs.

Position Objectives

To develop and deliver best practice training and capacity building for professionals working with people at risk of or experiencing family violence.

Key Responsibilities

1. Training, Education and Capacity Building

- Work collaboratively with other members of the Education and Engagement team and other Women's Legal staff to develop and deliver evidence-based, best practice family violence, family law and/or child protection legal training and education programs, including working on the development of e-learning packages;
- Deliver quality training and education programs to a broad range of professionals;
- Collaborate with partner organisations to deliver training, education and capacity building that meet the needs of women experiencing family violence and strengthen women's capacity to exercise their rights and make informed decisions about their relationships and other legal issues.

2. General

- Participate effectively in organisational planning initiatives, policy and procedure development and projects;
- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect Women's Legal's feminist philosophy and values.
- Perform other duties as directed and necessary to the proper performance of the role.

Position Requirements

1. Skills, Knowledge, and Behaviour

The following skills are required to be demonstrated:

- 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;
- Demonstrated ability to be flexible, particularly whilst working in an environment of change; and
- Understanding of and ability to apply an intersectional feminist framework.

2. Qualifications and Experience

The following qualifications and experience are required for the position:

- Experience in training development and facilitation within a family violence, family law or child protection context; and
- Experience in project management and stakeholder engagement.

Desirable

- A tertiary degree in a relevant discipline, such as Law, Social Work or Education.
- Experience in delivery of education programs that explain legal matters, the law and/or legal systems; and
- Instruction design skills and experience in design of e-modules.

Equal Opportunity Employer

We recognise our work benefits greatly from the unique knowledge, skills and expertise of individuals with diverse experiences, including those with lived experience of family

violence, Aboriginal and Torres Strait Islander people, women with disability and women from migrant, refugee or non-English speaking backgrounds. If this is you, we strongly encourage you to apply.

Women's Legal relies on an exception under the Equal Opportunity Act to employ women only.

Shared Organisational Responsibilities

Women's Legal has the following expectations of all employees:

Values and Behaviours	<p>Everyone who works at Women's Legal plays an important role in upholding our ethics outlined in the Code of Conduct and living our values.</p> <p>Together, we are:</p> <p><i>Authentic:</i> We are reliable, trustworthy and transparent about how we work. We reflect on our work and take responsibility for our actions.</p> <p><i>Collaborative:</i> We are stronger when we work together. By sharing power and privilege with diverse voices, we achieve better outcomes. We respond to requests for help with generosity.</p> <p><i>Courageous:</i> We are brave, resilient and face challenges with integrity. We unapologetically advocate for our goals and back one another to take considered risks to increase our impact.</p> <p><i>Inclusive:</i> We believe respect, equality and opportunity must be afforded equitably and to everyone. We understand this will require critical reflection on where power lies and how it functions, and active effort to disrupt it.</p> <p><i>Purposeful:</i> Our services respond to the community, laws and people we work with. We value curiosity and relish opportunities to improve our work.</p>
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Safe Workplace Actions	All staff have a responsibility to always display and promote safe actions in the workplace in line with our Occupational Health and Safety policies and procedures.
COVID-19 Vaccination	Women's Legal encourages staff to follow Australian Government advice about reducing the spread of COVID-19. There are some locations where our staff work, such as health services or courts, which may have vaccination requirements for workers. It is the responsibility of Women's Legal staff to ensure that they can meet these requirements to undertake their work duties.
Child Safety	Women's Legal 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.
National Criminal History Check	It is a condition of employment for all staff to produce current National Criminal History Check.