

Position Description

Position Title	Senior Education and Engagement Coordinator
Position Status	Full-time or part-time (minimum 0.8 FTE) / Ongoing
MEA Classification	Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 Social and Community Services Employee, Level 5
Position Reports to	Manager, Education and Engagement
Position Supervises	Nil
Date Reviewed	March 2025

About Women’s Legal Service Victoria

Women’s Legal Service Victoria (Women’s Legal) is a specialised and state-wide organisation that has been providing legal services and support to women since 1982. Informed by our feminist practice, we improve the legal system for victim-survivors of family and sexual violence through our integrated legal service, capacity building, advocacy and law reform. Our vision is for women and non-binary people to live free from violence and discrimination in a gender equitable society.

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.

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;

Tertiary Response – through professional training programs to support people and organisations working with women to respond to a woman’s legal needs.

Position Overview

To provide advice on best practice and strategies to enhance Women's Legal's training, capacity building and workforce development activities.

To lead workforce development initiatives and to develop and deliver best practice training and capacity building to professionals working with people at risk of or experiencing family violence.

Working closely with the Manager – Education and Engagement, this role will contribute to the organisation's strategic advocacy priorities and outcomes.

Key Responsibilities

1. Training, Education and Capacity Building

- Lead the development of initiatives and programs including delivery of quality training and capacity building programs to community and social services professionals;
- Work collaboratively with other members of the team and colleagues to develop and deliver evidence-based, best practice family violence, family law and/or child protection legal training programs, including working on the development of eLearning packages;
- Provide ongoing advice and guidance in, and work with the Manager on, the planning, development and implementation of programs and processes of the Education and Engagement team;
- Mentor and collaborate with Women's Legal staff on best practice adult learning methods, team processes and practices; and
- Collaborate with a range of stakeholders to enhance knowledge and understanding of issues and challenges faced by women experiencing family violence and to deliver training, capacity building and workforce development that meets 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 strategic planning initiatives, policy and procedure development and projects to advance Women's Legal;
- Willingness to travel (where required) to deliver training and capacity building activities;

- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect Women's Legal's intersectional feminist philosophy and values; and
- Perform other duties as directed and necessary for the proper performance of the role.

Key Selection Criteria

3. Skills, Knowledge, and Behaviour

- Ability to design, develop and implement best practice training and capacity building programs, including the development of learning resources within a family violence, family law or child protection context;
- Strong project management skills, including setting priorities, planning and organising work;
- Ability to use a Learning Management System (LMS) to maximise training and learning experiences;
- Strategic and impact thinking;
- Ability to design and conduct meaningful training and project evaluation;
- Excellent oral and written communication and interpersonal skills;
- Ability to work collaboratively in a team environment and mentor;
- 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 feminist frameworks.

4. Qualifications and Experience

Essential

- A tertiary degree in a relevant discipline, such as Law, Social Work or Adult Education.
- 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

- Certificate IV in Training and Assessment;
- Instructional design skills and experience in design of e-modules; and

- Experience in delivery of education programs that explain legal matters, the law and/or legal systems.

Experience working with women experiencing family violence will be highly regarded.

Values and Behaviours

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. Together, we are:

Authentic: We are reliable, trustworthy, and transparent about how we work. We reflect on our work and take responsibility for our actions.

Collaborative: 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.

Courageous: 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.

Inclusive: 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.

Purposeful: Our services respond to the community, laws, and people we work with. We value curiosity and relish opportunities to improve our work.

Workplace Health and Safety Obligations

All staff have a responsibility to always display and promote safe actions in the workplace including:

- Participating in the development of a safe and healthy workplace;
- Complying with instructions given for their own safety and health and that of others, in adhering to safe work procedures;
- Cooperating with management in its fulfilment of its legislative obligations. Taking reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- To report any injury, hazard or illness immediately, where practical to their supervisor;
- Not place others at risk by any act or omission; and
- Not wilfully or recklessly interfere with safety equipment.

National Criminal History Check

All successful candidates will be required to produce a national criminal history check prior to the commencement of their employment.

Please note, non-lawyers employed by Women's Legal Service Victoria are required to comply with Section 121 of the Legal Profession Uniform Law.

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.