



Position Description

POSITION TITLE	Project Officer, Safe and thriving CALD Anglican communities		0.6 EFT	LEVEL	
POSITION REPORTS TO	Program Manager, Preventing Violence Against Women	DEPARTMENT	Diocesan and Parish Partnerships		
		DATE CREATED	August 2021		
Date Amended	November 2021	Approved by	Bishop with responsibility for Diocesan and Parish Partnerships		

POSITION PURPOSE:

The Project Officer will work with culturally and linguistically diverse (CALD) Anglican communities in Greater Melbourne and Geelong to prevent violence against women. The Safe and Thriving CALD Anglican Communities Project (CALD PVAW project) works with CALD communities not because violence is any more prevalent in different ethno-specific communities than in Anglo-Australian communities, but because the Diocese has identified that its existing prevention initiatives need to better centre the experiences and knowledge of CALD Anglicans to ensure violence prevention and response benefits *everyone* in the church.

The Anglican Diocese of Melbourne’s approach to preventing violence against women is informed by the national prevention framework, *Change the story*, which recognises that “faith-based contexts... are a powerful influence on social norms and beliefs and their leaders can play a key role in building respectful relationships.” Source: [Our Watch, Australia’s National Research Organisation for Women’s Safety (ANROWS) and VicHealth (2015) *Change the story: A shared framework for the primary prevention of violence against women and their children in Australia*, Our Watch, Melbourne, p. 40.]



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The CALD PVAW Project is a collaboration with the Multicultural Centre for Women’s Health (MCWH), Women’s Health in the South-East (WHISE) and Domestic Violence Victoria (DV Vic) / Domestic Violence Resource Centre (DVRVCV). The Project is funded by the Victorian Government.

ACCOUNTABILITIES	PERFORMANCE INDICATORS
<p>1. PROJECT MANAGEMENT AND DEVELOPMENT</p> <ul style="list-style-type: none"> • Work with the Program Manager to implement the CALD PVAW Project Plan as approved by the PVAW Program Committee of Management and the Department of Department of Families, Fairness and Housing (DFFH). • Work with the Program Manager and the Multicultural Centre for Women’s Health to design and implement a CALD Anglican PVAW community champions’ program. 	<ul style="list-style-type: none"> • Successful delivery of the CALD PVAW Project in line with the project plan. • Collaborative engagement with CALD PVAW project partners. • Deliver PVAW communications and initiatives that better centre the experiences and knowledge of CALD Anglican communities to ensure violence prevention and response benefits everyone in the church • Successful acquittal of the CALD PVAW project funding grant from the Department of Families, Fairness and Housing (DFFH). • Establish productive relationships with CALD Anglicans from across the diocese, e.g. Chinese, South Sudanese, Indonesian and Karen. • Approximately 10 people (clergy and laypeople; at least 50% women from CALD Anglican communities are engaged as community champions).



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ACCOUNTABILITIES	PERFORMANCE INDICATORS
<p>2. RESOURCE AND TOOLS DEVELOPMENT</p> <ul style="list-style-type: none">• Increase awareness amongst CALD Anglican congregations and communities of any relevant resources available to equip them, whether created by external organisations or the Program.• Develop key resources and tools for CALD Anglican congregations and communities related to respectful relationships, gender equality, and preventing violence against women to equip them to respond to and prevent violence against women.• Provide PVAW expertise to and manage the development of resources produced by external consultants where relevant, including content development and graphic design.	<ul style="list-style-type: none">• Project resources and tools are developed on time and meet the Project objectives. CALD Anglican congregations and communities have increased access to resources that enable them to respond to and prevent violence against women• Project resources developed by external consultants are developed on time and meet the set objectives.• External consultants are briefed well and given regular, well-informed feedback to strengthen the resources that they produce for the project.
ACCOUNTABILITIES	PERFORMANCE INDICATORS
<p>3. TRAINING</p> <ul style="list-style-type: none">• In consultation with the Multicultural Centre for Women’s Health, the PVAW Program Manager and trainers, review and improve the Diocese’s Violence Response and Prevention training and follow-up resources to strengthen the CALD component of their intersectionality.	<ul style="list-style-type: none">• Diocese’s Violence Response and Prevention training better centre the experiences and knowledge of CALD Anglicans.



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<ul style="list-style-type: none"> Oversee the delivery of the improved diocesan Violence Response and Prevention training to CALD Anglican community champions. 	<ul style="list-style-type: none"> Increase in participants' knowledge and skills and a positive shift in their attitudes related to family violence as measured by the evaluation survey. Increase in participants taking action on response and prevention in their parish after training. Training sessions are delivered as scheduled, in an engaging and effective manner and meet the Project objectives.
ACCOUNTABILITIES	PERFORMANCE INDICATORS
<p>4. FURTHER CAPACITY BUILDING</p> <ul style="list-style-type: none"> Provide mentoring/coaching for leaders of CALD Anglican congregations and for CALD Anglican community champions. Work with the Women's Health in the South-East (WHISE) to design and facilitate Community of Practice sessions for CALD Anglican community champions. Supporting CALD Anglican congregations to establish or build relationships with their local family violence and/or women's health organisation. 	<ul style="list-style-type: none"> Church leaders in CALD Anglican congregations and CALD Anglican community champions have regular mentoring/coaching conversations with the Project Officer and report finding them helpful. CALD Anglican community champions report that Community of Practice sessions are accessible and helpful. CALD Anglican congregations are informed how to identify their local family violence and/or women's health organisation and encouraged to make contact with them. Increase in established relationships between CALD Anglican congregations and local family violence and/or women's health organisations.



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<p>5. STAKEHOLDER ENGAGEMENT AND COMMUNICATIONS</p> <ul style="list-style-type: none"> • Represent the Anglican Diocese of Melbourne in relevant professional external meetings, peer networks and committees, and at events as required. • Develop and maintain strong and collaborative professional relationships with internal and external stakeholders. • Establish and maintain stakeholder databases. • Collect and document feedback from stakeholders to inform Project development as required. • Contribute to PVAW Program communications as required. 	<ul style="list-style-type: none"> • Professional representation of the Anglican Diocese of Melbourne. • Positive feedback and engagement from colleagues, stakeholders and peers. • Working relationships are collaborative and effective. • The stakeholder database is kept up to date. • Feedback from stakeholders is accurately collected in a timely manner. • Feedback from stakeholders is documented electronically where required.
ACCOUNTABILITIES	PERFORMANCE INDICATORS
<p>6. MONITORING AND EVALUATION</p> <ul style="list-style-type: none"> • Work with the Program Manager, State Government, Project partners and the Committee of Management to develop and implement the Project’s monitoring and evaluation framework and tools. 	<ul style="list-style-type: none"> • Project monitoring and evaluation framework and tools are developed in a collaborative and timely way. • Monitoring and evaluation data are collected and stored accurately and in a timely manner. • Committee of Management and Department monitoring and evaluation reporting requirement are met.



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KNOWLEDGE, EXPERIENCE AND SKILLS	
Demonstrated experience in leading prevention of violence against women, gender equality or respectful relationships practice.	Demonstrated commitment to the ethos and values of the Anglican Diocese of Melbourne
Demonstrated understanding of the workings of the Anglican Church.	Demonstrated networking and relationship building skills.
Strong project management skills.	High level administrative and organisational skills.
Demonstrated communication skills (written and verbal), including through online channels.	Hold a current Police and Working With Children Checks.
Experience in the delivery of training, mentoring/coaching and peer learning/ community of practice sessions.	Experience in using effective resources and tools in relation to preventing violence against women, gender equality, or respectful relationships.
Understanding of critical issues relating to family violence policy and procedures.	Demonstrated experience of working effectively with a range of stakeholders.
Relevant tertiary qualifications (or equivalent experience) in health promotion, social or political science, gender studies, theology, community development, education and training, or similar.	Demonstrated experience building capacity through mentoring/coaching/ accompaniment through a task or project.
Strong understanding of preventing violence against women and the <i>Change the Story</i> framework.	Demonstrated experience engaging people from migrant and/or refugee backgrounds.
In-depth knowledge and experience of faith-based contexts, ideally in CALD communities.	Well-developed organisation, prioritisation, and time management skills.
Experience of developing and/or using monitoring and evaluation tools to review a project.	Advanced computer literacy in Microsoft Office, especially in Word, Excel and PowerPoint.



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INTERNAL	EXTERNAL	STAFF REPORTING	FINANCIALS
<p>Diocesan and Parish Partnerships team and other members of the diocesan office, Anglican Diocese of Melbourne.</p> <p>CALD Anglican PVAW Project community champions.</p> <p>Committee of Management, Preventing Violence Against Women Program.</p> <p>Clergy and laypeople from CALD parishes and authorised congregations of the Diocese of Melbourne.</p>	<p>Department of Families, Fairness and Housing (DFFH), Victoria.</p> <p>Family Violence sector in Victoria and beyond, particular the CALD PVAW Project partners: MCWH, WHISE and DV Vic / DVRCV.</p> <p>Broader Anglican Church of Australia.</p>	<p>N/A</p>	<p>N/A</p>