



# Womens Safety Services of Central Australia

*Our Vision: Greater Safety, Respect and Dignity for all Women and their Children in Central Australia*

Position:	Community Development and Training Worker Full-time – ongoing
Reports to:	CDT Manager
Award:	Level 4.1 – 4.4 - Social, Community, Home Care and Disability Services Industry Award 2010 (“SCHADS Award”). Generous package including 6 weeks annual leave (pro-rata) and salary sacrifice.

Women’s Safety Services of Central Australia (WoSSCA) is a not-for-profit, non-government organisation that operates on a feminist framework and is committed to assisting and enabling women and children experiencing domestic and family violence. WoSSCA provides several services which include; 24-hour Crisis Accommodation, Urban and Remote Outreach services, Court Support, Men’s Behaviour Change Women’s Safety Work and Community Development and Training.

## **Function:**

The Community Development and Training Worker (CDT) will contribute to the coordination of Community Development and Training activities within WoSSCA and the broader Central Australian community. CDT will provide secretariat functions to the Central Australian Family Violence and Sexual Assault Network (CAFVSAN). This position will engage with WoSSCA management and staff as well as key organisations to develop strategies that drive family violence prevention in Central Australia.

This position will work in accordance with the philosophy, mission, values and policies of Women’s Safety Services of Central Australia.

## **Duties and Responsibilities:**

- Develop positive relationships, be part of a culture of collaboration and inquiry and be proactive in support of the WoSSCA values
- Contribute to the local face-to-face presence of WoSSCA to assist in identifying community needs as they relate to domestic and family violence
- Under supervision, conduct community development and engagement activities including coordination of key events
- Plan and facilitate training relating to Domestic and Family Violence in conjunction with the CDT Manager
- May provide secretariat functions (including scheduling meetings, minute taking and distribution, maintaining stakeholder list and co-ordinating written submissions on behalf) to the Central Australian Family Violence and Sexual Assault Network (CAFVSAN)
- Contribute to the development of WoSSCA promotional material, bi-yearly infographics and the annual report
- Apply for grants and funding relevant to Community Development and Training within Central Australia, with oversight from the CDT Manager and WoSSCA CEO
- Work collaboratively with government agencies, other NGO services and the community in delivering key messages regarding D&FV
- Develop an approved plan in order to maintain a WoSSCA social media presence and timely updates to the WoSSCA website
- Maintain accurate and thorough written records in relation to community development and training activities

- Contribute to the evaluation of community development activities and training packages and any resulting amendments
- Adhere to all WoSSCA policy and procedures including WHS processes and participate in professional development activities and training
- Travel to remote NT communities for the purpose of community development or training activities
- Perform other reasonable duties as directed by the CDT Manager or CEO

**Selection Criteria:**

1. Qualifications in Social Work, Human Services, Community Development, Communications, Policy or related field and/or experience in Community Development, especially in the area of domestic and family violence
2. Demonstrated experience in developing, facilitating and evaluating effective training packages relevant to our core work
3. Sound understanding of theories and practice in areas of Gendered Violence, Strength Based approaches and Trauma Informed practice as well as knowledge (or the demonstrated ability to acquire knowledge) of contemporary F&DV violence issues and related legislation, regulations, and policy frameworks within the Northern Territory and Australia
4. Ability to facilitate group training and education workshops
5. Demonstrated high level of verbal and written communication skills. Including preparation of formal reports; funding applications; strategic and operational policies and procedures; internal briefings; and social media
6. Experience of working cross-culturally, with an understanding of cultural safety and its application in service delivery and knowledge of issues relevant to Aboriginal people of Central Australia
7. Excellent level of computer literacy media and applications relevant to the development and maintenance of social media, infographics, website content and training resources
8. Demonstrated ability to work under pressure, organise and plan to effectively manage a complex working environment
9. Excellent interpersonal skills including positive communication, conflict resolution and ability to work collaboratively across all levels within WoSSCA as well as with external services
10. Experience in advocacy and inter-service liaison and a broad knowledge of local services and resources
11. Ability to travel to remote NT communities within the Central Australia region

**Mandatory requirements:**

- A National Police Criminal History check (less than 3 months old) with acceptable outcome
- Northern Territory Working with Children Clearance (Ochre Card)
- Current NT Driver's Licence
- Current First Aid Certificate or willingness to obtain one

**Compliance/Policies/Procedures:**

This position will work under the policies and procedures of WoSSCA and in accordance with ethics, mission statement and vision of the organisation as the employer. It will also meet the relevant policy and legislative requirements of the funding body and the government.

WoSSCA programs are largely funded through government and a close relationship exists between the organisation and relevant government department, therefore, an appreciation and understanding of relevant government policies, initiatives and their applications is necessary to the success of the organisation.