

## POSITION DESCRIPTION

<b>JOB TITLE</b>	Project Officer
<b>STATUS</b>	Fixed term Part-Time (0.6FTE) until 30 June 2024 (aligned with current ILCB Funding)
<b>LOCATION</b>	Burnie, Launceston or flexible location by negotiation
<b>DATE</b>	January 2023
<b>REPORTS TO</b>	Community Education and Advocacy Manager
<b>AWARD</b>	Social, Community, Home Care and Disability Services Industry Award 2010, Level 5.1 to 6.3 (depending on qualifications and experience)

### ABOUT LAUREL HOUSE

Laurel House provides a range of trauma-informed, evidence based, therapeutic services to victim-survivors of sexual assault, and for children and young people who use harmful sexual behaviours.

We also develop and deliver a broad range of programs to adults, young people and children including the provision of therapeutic face-to-face counselling at our centres located at Launceston, Devonport, and Burnie and through outreach locations across North and Northwest Tasmania. Laurel House is partnering with the Tasmanian Government in the delivery of the northern Arch centre, the new multidisciplinary centres for victim-survivors of sexual harm set to open in mid-2023.

Our team also provides community education programs focused on the prevention of sexual harm and on supporting parents, carers and service providers to better respond to disclosures of sexual violence. Laurel House is funded by the Australian Government to specifically build capacity of the workforce who support victim-survivors with disabilities.

### PURPOSE OF THE ROLE

The Project Officer is expected to develop and deliver training materials and other educational resources that assist professionals and community members to better understand sexual violence and its impacts, and their role in preventing and responding to sexual violence. The Project Officer will primarily be involved in the delivery of Laurel House's Information Linkages and Capacity Building (ILCB) project that involves the design, development and delivery of educational resources that are codesigned with people with disabilities, victim-survivors (including those with disabilities) and are based on contemporary best practice and research evidence. The Project Officer will also from time

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to time be involved in other projects that are aligned with the Laurel House Strategic Plan and/or the delivery of other training at the direction of the Community Education and Advocacy Manager.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Undertake allocated project tasks assigned by the Community Education and Advocacy Manager observing sound project management principles and achieving project deliverables within agreed timeframes and standards of performance.
- Coordinate regular meetings with project steering and reference Groups in consultation with the Community Education and Advocacy Manager.
- Research, review and synthesize information from diverse sources in order to develop training and educational materials.
- Engage with project stakeholders including people with disability, government, community, voluntary and not-for-profit organisations to seek their views, identify needs, address concerns and ensure that training and educational materials meet the needs of diverse stakeholders.
- Design, plan and deliver training and other collaborative events including organising venue hire, participant management, communication and event promotion.
- Develop workplans and/or contribute to the development and refinement of project plans.
- Design, develop, circulate and contribute to the evaluation of educational materials according to agreed project and/or work plans.
- Assist with grant reporting and other internal processes, and ensure compliance with grant agreements.
- Listen to and advocate for the needs of victim-survivors within Laurel House and promote the voices and resilience of victim-survivors more broadly within the service system.
- Work as part of the larger Laurel House team attending team meetings and staff training as required.
- Actively participate in organisational quality improvement initiatives.
- Act ethically towards all clients especially children and ensure at all times that the safety and wellbeing of children is protected.
- Other duties/projects as directed by the Community Education and Advocacy Manager or CEO.

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### SELECTION CRITERIA

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

#### Essential Criteria

1. Lived experience of disability or significant experience working with the disability community, and a commitment to inclusion and amplifying the voices of people with lived experience.
2. Demonstrated knowledge or the ability to quickly acquire knowledge of the impacts and dynamics of sexual assault and violence with the ability to incorporate a trauma-informed framework into training and educational materials
3. Demonstrated understanding of of the disability and human services sector and relevant Commonwealth and State legislation related to people with a disability, sexual assault, family violence, child safety and wellbeing and related legislation.
4. Demonstrated effective community and stakeholder engagement skills, and/or codesign approaches, including the ability to establish and maintain strong networks and partnerships with key stakeholders.
5. Demonstrated high level communication, interpersonal and negotiation skills and a high standard of written expression including demonstrated research and analytical skills.
6. Demonstrated ability to deliver training to young people and adult learners.
7. High level organisational skills and ability to apply project management principles.

#### Desirable Criteria

1. Experience working with victim-survivors of sexual assault and/or lived experience of sexual harm.
2. Experience working with diverse communities or lived experience of diversity including Aboriginal and Torres Strait Islander, LGBTQIA+, migrant or culturally and linguistically diverse.

### OTHER POSITION REQUIREMENTS

- Degree level qualification in health, human services, education or related field, or VET level qualification with significant relevant work experience.

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- Must hold Australian citizenship, be a permanent resident of Australia or possess a relevant temporary visa with permission to work rights.
- Current drivers' licence.
- A current Working with Vulnerable People Card.
- A satisfactory National Police Certificate.
- Regular intrastate travel will be required to fulfil the duties of the role

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by the CEO and as necessitated by the development of this role and the development of the organisation.

### **LAUREL HOUSE'S COMMITMENT TO DIVERSITY**

Laurel House values the expertise, lived experience and cultural wisdom of Aboriginal and Torres Strait Islander, LGBTIQ+, migrant, culturally and linguistically diverse, and people with disability. Applicants from these groups and people with parenting/caring responsibilities are strongly encouraged to apply.

### **STATEMENT OF COMMITMENT TO CHILD SAFETY**

Laurel House has zero tolerance for child abuse and has systems to protect children and young people from abuse. We take all allegations and concerns very seriously and responds to them consistently in line with our policies and procedures. We actively work to listen to and empower children and to provide an inclusive and safe environment for all children and young people. In particular, we are committed to promoting cultural safety and to ensuring that the diverse needs of children and young people are met.

### **POSITION DESCRIPTION APPROVAL**

Kathryn Fordyce

Chief Executive Officer

Date: January 2023