

## POSITION DESCRIPTION

<b>JOB TITLE</b>	Diversity Project Officer
<b>STATUS</b>	Part-time – 20 hours per week (negotiable)
<b>LOCATION</b>	Burnie, Devonport or Launceston (with some flexibility for remote work)
<b>DATE</b>	January 2024
<b>REPORTS TO</b>	Community Education and Advocacy Manager
<b>AWARD</b>	Social, Community, Home Care and Disability Services Industry Award 2010, Level 5

### 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 the North and North West Tasmania. Laurel House is partnering with the Tasmanian Government in the delivery of the North and North West Arch centres (multidisciplinary centres) for victim-survivors of sexual harm. 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 Diversity Project Officer is expected to work collaboratively with grant partner organisations to develop capacity building programs, education and support for sexual violence for diverse cohorts of people. The Diversity Project Officer will primarily be involved in the delivery of the Breaking Barriers, Building Strengths Grant in partnership with the Migrant Resource Centre Northern Tasmania (MRCN), and the Diversity and Inclusion Grant in partnership with Sexual Assault Support Services (SASS). These grants involve jointly developing resources, brokering and delivering education programs, collaborating to improve services, and building capacity of professional staff to deliver outcomes for clients from diverse backgrounds. The Diversity Project Officer will also from time 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.
- Collaborate and consult with lived-experience reference groups to identify and address external barriers to victim-survivor access to services.

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- Research, review and synthesise information from diverse sources to develop resources and educational materials which promote respect for individual culture, sexuality, gender, family structure, values, and belief systems in the context of sexual violence.
- Engage with grant partner organisation group members to achieve deliverables in increasing awareness within diverse communities, educating key stakeholders and staff, and implementing strategies to strengthen and empower victim-survivor engagement.
- Facilitate accurate information dissemination through collaborating with service providers to improve the accuracy of information provided to victim-survivors and their supporters.
- Assist with grant reporting and other internal processes, and ensure compliance with grant agreements, and legislative frameworks.
- 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.

### SELECTION CRITERIA

#### Essential Criteria

1. Experience working in a professional setting that works with clients from diverse backgrounds (e.g. Aboriginal and Torres Strait Islander people; people with disabilities; members of culturally, linguistically, and religiously diverse communities).
2. Demonstrated high level communication, interpersonal skills and a high standard of written expression.
3. Demonstrated personal commitment to inclusion and amplifying the voices of diverse cohorts of people with lived experience of sexual harm.
4. 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 resource, program, and educational materials.
5. 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.
6. Demonstrated ability to deliver training to young people and adult learners, with respect for diverse learners.
7. Demonstrated organisational skills and ability to apply project management principles.
8. A commitment to the values and mission of Laurel House.

#### Desirable Criteria

1. Understanding of sexual assault through an intersectional approach that considers where gender and other inequalities/oppressions produce unique experiences of violence.

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2. Experience in a not-for-profit community-based organisation.
3. Lived experience of sexual harm or experience working with victim-survivors of sexual assault.
4. Lived experience of cultural, linguistic or religious diversity, and or other intersectional experiences of inequality or oppression.

### OTHER POSITION REQUIREMENTS

- Degree level qualification in health, human services, education or related field, or VET level qualification with significant work experience.
- Must hold Australian citizenship, be a permanent resident of Australia or possess a relevant temporary visa with permission to work rights.
- A current Working with Vulnerable People Card.
- A satisfactory National Police Certificate.
- Current driver's licence.
- Regular intrastate travel will be required to fulfill the duties of this role.

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

### 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 are strongly encouraged to apply, as are people with parenting or caring responsibilities.

### 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 respond to them consistently in line with our policies and procedures. We actively work to listen to and empower children and to providing an inclusive and safe environment for all your 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 2024