



DJIRRA POSITION DESCRIPTION

USE OF POSITION DESCRIPTION	
1. New appointment to this position	
POSITION DETAILS	
POSITION TITLE	Koori Women's Place (KWP) Coordinator
FULL TIME EQUIVALENT	1.0 FTE (negotiable)
REPORTING STRUCTURE	Reports to Manager Community Engagement Supervises 2.0 FTE team members working in KWP
POSITION DIMENSIONS (BUDGET)	To Be Advised
PURPOSE - Why does this position exist?	
To coordinate an annual activities program which engages with the cultural, social and personal interests and needs of Victorian Aboriginal women; to coordinate and provide a culturally appropriate support service which assists Aboriginal women to deal with family violence issues; to liaise with external service providers to ensure Aboriginal women referred to those services are offered culturally sensitive interaction contributing to positive outcomes.	
RESPONSIBILITIES	
<p>Planning</p> <p>Lead the development and delivery of an annual plan of events, activities and programs for the KWP which is aligned with Djirra's strategic direction, fits with established cultural practices and protocols and takes into account relevant events on Victorian and National Aboriginal calendars.</p> <p>Prepare detailed plans for all activities and ensure relevant information, invitations and/or details are communicated in a timely fashion across the organisation and externally, as required</p> <p>Supporting Aboriginal women</p> <p>Contribute to the implementation and evaluation of an appropriate data system to hold relevant information about contact points between team members and Aboriginal women seeking help from the KWP.</p> <p>Ensure that "intake" or first points of contact processes, and then the follow up contacts between team members and Aboriginal women seeking help are timely, welcoming, supportive, documented according to standard procedures, and offer appropriate levels of privacy and confidentiality</p> <p>Alongside team members, maintain supportive relationships with Aboriginal Women who engage with Djirra, providing emotional and practical support, and directly connecting them with culturally safe counselling and other support services</p> <p>In close collaboration with Djirra's Legal Services, build, maintain and regularly review lists of external stakeholders and specialist service providers who Aboriginal women can be referred to for support, or who may provide in-house support at the KWP</p> <p>Be visible and active within the Aboriginal community, and where appropriate speak strongly about the commitment of Djirra to supporting women to stand against violence and the practical help and cultural support which the KWP offers Aboriginal women.</p> <p>Supervision</p> <p>Promote team work and strong communication between team members and across the organisation</p> <p>Set work objectives for team members which are clear, achievable and encourage sharing of knowledge, skills and effort</p> <p>Ensure files and data are managed appropriately ensuring timely, accurate, secure and confidential treatment consistent with the standard business practices of the organisation</p>	



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<p>Ensure that the KWP is well maintained, flexibly re-purposed to meet the requirements of the many diverse activities held within and is visually and culturally creative while powerfully reinforcing that the KWP is an Aboriginal place for Aboriginal women</p> <p>Work closely with the Community Engagement Manager and the Communications & Marketing Coordinator to strengthen and continually refresh the imagery, messages and recognition of the KWP across multiple channels within the Victorian Aboriginal community, and the broader community</p> <p>Projects</p> <p>Liaise with various internal and external stakeholders to ensure that projects and programs are on track and any potential risks or variations are identified early and addressed as appropriate</p> <p>Support the maintenance of systems to ensure reporting as required for accountability purposes</p> <p>Undertake other tasks that may arise that contribute to Djirra's goals.</p> <p>Occupational Health and Safety</p> <p>Follow, and help others to follow, all health and safety procedures, and participate in all relevant training and complete timely reporting of any hazards, injuries or incidents.</p> <p>Proactively report on opportunities for improved health and safety.</p>	
DECISION MAKING AUTHORITY	
<p>All decision making within scope of responsibilities and budget allocations</p> <p>Recognise when to involve / escalate to the Community Engagement Manager</p>	
KEY INTERACTIONS	
<p>Internal:</p> <p>Community Engagement Manager, other senior managers, colleagues within Community Engagement and other staff members</p>	<p>External:</p> <p>Community organisations, partners, stakeholders and service providers and project funders as required</p>
KEY SELECTION CRITERIA (KSC)	
QUALIFICATIONS	
<p>Essential:</p> <ol style="list-style-type: none"> 1. Extensive experience working in Aboriginal organisations or the community sector in roles requiring knowledge and skills in administering, implementing and continuously improving business systems and/or formal qualifications in a similar field 	<p>Desirable:</p>
EXPERIENCE	
<p>Essential:</p> <ol style="list-style-type: none"> 2. Experience delivering, and overseeing the delivery of, support services 3. Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations 4. Evidence of competence in a variety of communication modes including short form report writing, preparing meeting agendas and notes, standard business letters etc 	<p>Desirable:</p> <ol style="list-style-type: none"> 7. Experience planning and coordinating the delivery of major events and gatherings



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<p>5. Extensive experience speaking in formal and informal settings to Aboriginal and non-Aboriginal audiences on a range of topics</p> <p>6. Demonstrated ability to lead and work effectively as part of a team and with the confidence to recommend changes and encourage others to also be contributors</p>	
COMPETENCIES	
TECHNICAL COMPETENCIES	
PC skills, including familiarity with MS suite of tools.	
GENERIC COMPETENCIES	
<p>Sensitivity, insight, humour and warmth dealing with all people, but especially with those who may have experienced challenging circumstances over time such as trauma, discrimination and cultural and/or social isolation.</p> <p>Good skills in influencing and negotiating, fostering collaboration, understanding various perspectives and getting the best outcomes for all.</p>	
ACKNOWLEDGEMENT	
I acknowledge that I have received a copy of the Position Description and have read and understand its contents.	
Employee Signature: _____ Name: _____	Date: / /
Direct Manager Signature: _____ Name: _____	Date: / /



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HR MANAGER CHECKLIST	
<ul style="list-style-type: none"><input type="checkbox"/> Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.<input type="checkbox"/> Place one copy of completed form and any attachments on the employee's Performance File.<input type="checkbox"/> Retain original completed form and any attachments on the employee's Personnel File. <p>Initials: _____ Date: _____</p>	