

Position title	Manager, Strategic Initiatives
Group	Strategy
Employment status	Full time- three-year fixed term
Salary Range	TBA
Position reports to	Director, Strategy
Location	Djirra's metropolitan offices
Delegation	As per Djirra's schedule of delegations

Organisation environment

Djirra¹ is an Aboriginal Community Controlled Organisation with over 20 years' experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women's strength and resilience. We are committed to a future without family violence.

We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops, and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do.

Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women's resilience.

We are an active member of the National Family Violence Prevention and Legal Services Forum, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.

Role purpose

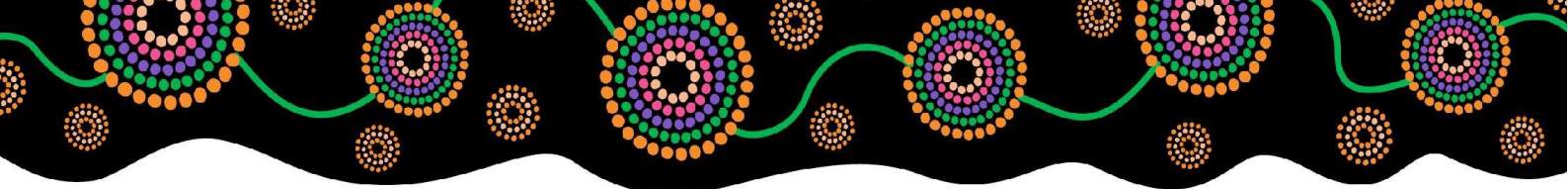
The role will lead development, implementation and monitoring/reporting of strategic programs, partnerships and initiatives arising from Djirra's strategic plan. The role will be responsible for driving activities to achieve the strategic plan priority goals across the organisation and with key partners and stakeholders; for managing the timely development and delivery of identified programs, priorities and strategic initiatives; and where required, supporting the development of funding applications and fundraising and donor activities. Demonstrated strategic advice experience, partnership management, project delivery with successful outcomes, and high level communication skills will be essential to success in this role.

Key accountabilities

- Lead the development and implementation of programs, projects, and key priority initiatives to meet the outcomes of Djirra's strategic plan (2023-2028), outcomes framework and business as usual activities.
- Contribute to the development and maintenance of funding partnerships and fundraising programs that impact implementation of strategic projects.
- Contribute to the development and implementation of strategic initiatives advocacy and communications plans.
- Forge strong connections across the organisation to facilitate self-determining approaches to program implementation.
- Lead and/or support the preparation and briefings, reports and funding submissions targeting government and non-government agencies.
- Project and contract manage and coordinate external consultants providing technical support for Strategic Initiative activities.
- Identify and facilitate partnerships opportunities between Djirra and external organisations to contribute to Aboriginal-led strategic projects.

¹ Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.





Key selection criteria

Professional / Functional Skills	<ul style="list-style-type: none"> • Demonstrated extensive knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impact of family violence on Aboriginal women • Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally safe ways • Previous experience in designing, facilitating and implementation of organisational and family violence client centred strategic projects in an ACCO setting. • Demonstrated experience drawing upon Aboriginal led evidence, research and methodologies and mainstream good practice and research to inform program implementation. • Demonstrated experience working across the program/service management cycle (planning, grant writing, design/development, implementation, monitoring, evaluation) • Demonstrated experience in developing end to end project management tools to support high quality project implementation evaluation and monitoring activities.
Competency	<p>Project Management - Manages multiple projects and deadlines across the organisation with high initiative and drive and under limited direction.</p> <p>Communication - Very strong verbal communication and facilitation skills and ability to write complex and analytical reports and produce tools and manuals for cross-cultural and diverse audiences.</p> <p>Stakeholder Management - Establishes relationships with diverse stakeholders, develops effective stakeholder-oriented responses, and assesses, develops and negotiates innovative solutions to complex issues.</p> <p>Interpersonal skills - Builds strong relationships and develops an understanding of others to motivate them and confidently address conflict situations.</p> <p>Creativity and Innovation - Designs and implements new and innovative processes, and develops new insights into situations, applying innovative solutions to make improvements in the work area.</p>
Technical Skills	<ul style="list-style-type: none"> • Advanced PC skills, including strong familiarity with MS suite of tools, especially word and excel. • Experience using program management and development software, databases, tools, frameworks

Qualifications

- Undergraduate or post-graduate qualifications (or equivalent significant experience) in Community Services, Community Development, and/or Project Management of community, advocacy & service delivery projects.
- Postgraduate or technical (short courses) qualifications in program development/program management/monitoring/evaluation.
- A Working with Children Check Card
- A Police Check
- A current driver’s licence is essential. Some out-of-hours travel, regular regional travel and/or overnights may be required.

Workplace health and safety

Djirra is committed to providing and maintaining the health and safety of its employees.

All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training e.g. – First Aid training, Fire Warden, etc.

Information about these policies is contained in Djirra’s Human Resources Policy Manual.

We are a Child Safe Organisations

Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an *Employee Working with Children Check* (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.





Other important information

Djirra’s employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies is contained in Djirra’s Human Resources Policy Manual.

All Djirra employees, volunteers and students on placement - must either:

- be fully vaccinated against COVID-19, or
- hold a completed and signed Australian Immunisation Register medical exemption.

We require evidence from each person we engage that they meet the requirements.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee name:		
Employee signature:		Date: / /
Manager’s name:		
Manager’s signature:		Date: / /

HR CHECKLIST

- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee’s Performance File.
- Retain original completed form and any attachments on the employee’s Personnel File.

Initials: _____

Date: / /