

Position title	Community Engagement Support Officer
Group	Community Engagement
Employment status	Full time, Fixed term
Salary Range	As per SCHCADS Award <i>(if applicable)</i>
Position reports to	Community Engagement Managers
Location	Abbotsford or another Djirra office
Delegation	N/A

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

Djirra delivers a comprehensive program of Early Intervention and Prevention (EIP) workshops which are developed, facilitated, and evaluated by Aboriginal women for Aboriginal girls and women. The EIP workshops are delivered at a variety of sites across Melbourne, in regional Victoria and within the Koori Women's Place (KWP) at Djirra's Head Office in Abbotsford.

As an integral member of the Community Engagement (CE) team, The **Community Engagement Support Officer** will assist all Early Intervention and Prevention programs including the Koori Women's Place program delivery and community events.

- This is a fulltime position.
- Workshops occasionally delivered during evening hours.
- Travel sometimes required outside of normal business hours

Key accountabilities

- Support with the planning, delivery, and evaluation of EIP and KWP programs
- Co-facilitate the delivery of Young Luv workshops together with other Djirra staff members who are appropriately trained.
- Attend and support the delivery of the Sister's Day Out Program across Victoria.

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.



- Attend community events and promote the services of Djirra to Aboriginal community groups, agencies, and families across Victoria.
- Work collaboratively with the EIP Coordinators to ensure resources, supplies, and materials required for the successful delivery of EIP events, workshops and activities are identified in a clear and timely fashion.
- Conduct regular audits of stock for EIP workshop materials and report to upper management.
- Manage and maintain website content, including flyers and updates
- Distribute promotional material to designated contacts and manage the registration of participants across EIP programs.
- Collate workshop materials and resources, deliver to sites for set-up, then take-down, clean-up and return to storage across EIP programs.
- Engage with participants when they arrive at workshops, and provide respectful, open, and helpful service to all women who participate in Community Engagement activities.
- Support accurate workshop data, including attendance, evaluations, and other reporting documents
- Plan and contribute to the creation of engaging content for social media platforms, directed by the Communications and Engagement Coordinator, and update Canva tiles as needed.
- Act as a cultural support and resource as required.
- Other duties as require

Key selection criteria

Professional / Functional Skills

- An understanding of family violence and the drivers of violence against women
- Prior experience working with Aboriginal organisations, communities, and individuals
- Prior experience in public speaking
- Prior experience planning workshops, events, and gatherings
- Prior experience working with Aboriginal women/girls a plus

Competency

- Must be able to form strong connections with Aboriginal communities and communicate effectively with those who may have experienced trauma
- A National Police Records Check and current employee Working with Children Check (WWC) is required.

Technical Skills

- A Victorian driver's license
- Special requirements: Ability to consistently work flexible hours, including weeknights with overnight stays

Qualifications

Essential

- Victorian Employees Working with Children's Check
- Drivers Licence
- National Police Check

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.

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: / /