

Position title	Aboriginal Women's Centre (AWC) Project Lead
Group	Strategy & OCEO
Employment status	Part time (0.8FTE) – 12 Month fixed term
Classification	As per SCHCADS Award
Position reports to	Director, Strategy and OCEO
Location	North Co or another Djirra office
Delegation	As per the delegation schedule

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.

Djirra's has embarked on a journey to realise its long-lasting vision of establishing the first Aboriginal Women's Centre in Victoria. Djirra's Aboriginal Women's Centre will be cultural landmark, a place where culture is celebrated and where Aboriginal women and their children can access support and services to be safe and thrive.

Role purpose

The Aboriginal Women Centre (AWC) Project Lead will play a key role in supporting Djirra's campaign to realise Djirra's long lasting vision of establishing the first Aboriginal Women's Centre in Victoria.

Working under the guidance of the Director, Strategy and Office of CEO and working closely with the Leadership Team, and external consultants, the role will lead all AWC project tasks for this initial phase of the project, which focusses on raising overall support for the project and land acquisition.

The role is responsible for developing and managing a robust project plan and stakeholder engagement matrix; monitoring project progress and managing project partner and stakeholder relationships, as well managing external consultants to ensure the timely delivery of key projects and strategic opportunities. The role holder will also ensure ongoing communication with key stakeholders, support the development of collaterals for the project and help identify suitable grant opportunities and partnerships to advance the project objectives. This role will also be responsible for preparing briefings for meetings, meeting minutes and maintaining action logs to ensure the effective tracking of project activities.

This role will work closely with the AWC Campaign Director once this role is appointed later in 2026.

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.



Demonstrated project planning and management stakeholder management and communication skills are essential to success.

Key accountabilities

- Collaborate across Djirra to develop a project plan for the AWC ensuring internal alignment across the leadership team and broader organisation
- Provide project management leadership, utilising best practice tools including Gantt charts, stakeholder engagement matrix to support project activities.
- Develop internal and external stakeholder engagement plans that contribute to delivery of project aims and to identify alignments and opportunities.
- Foster effective and trusting relationships with internal and external project stakeholders, underpinned by culturally safe engagement and communications approaches.
- Develop and produce regular project activity reports to aid proactive risk and issues identification and resolution and the timely delivery of project deliverables.
- Support project communications with internal stakeholders to ensure alignment and effective project delivery.
- Monitor campaign budgets, forecasts, and expenditure to ensure alignment with approved plans.
- Prepare campaign progress reports and updates for leadership and key stakeholders.

Key selection criteria

Professional / Functional Skills

- **Project management:** Ability to plan, execute, and monitor complex campaign activities and timelines.
- **Relationship management:** Skilled at engaging and maintaining relationships Internal and internal stakeholders.
- **Communication:** Strong verbal and written communication; persuasive and clear in writing proposals, and reporting.
- **Organisation and attention to detail:** Ability to manage multiple priorities, track progress, and maintain accurate records.
- **Negotiation and influence:** Capacity to engage senior stakeholders and inspire philanthropic commitment.
- **Financial acumen:** Understanding of budgets, forecasting, and monitoring expenditure against targets.

Competency

- **Project Management** - Manages multiple projects and deadlines across the organisation with high initiative and drive and under limited direction.
- **Communication** - Excellent communication and facilitation skills and the ability to write thoughtful, analytical reports and produce tools and manuals for cross-cultural and diverse audiences.
- **Stakeholder Management** - Establishes relationships with diverse stakeholders, develops effective stakeholder-oriented responses, and assesses, develops, and negotiates innovative solutions to complex issues.
- **Interpersonal skills** - Builds strong relationships and develops an understanding of others in order to motivate them and confidently address conflict situations.
- **Creativity and Innovation** - implements new and innovative processes, and develops new insights into situations, applying innovative solutions to make improvements in the work area.

Technical Skills

- 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
- Strong writing skills with the ability to prepare accurate, clear and succinct documents.
- Ability to extract data insights and prepare accurate campaign reports.

Qualifications

Mandatory:

- A Working with Children Check Card (Employee)

- A 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: / /