

Position title	Koori Women's Place (KWP) Coordinator
Group	Engagement and Support
Employment status	Full time, fixed term (to 30/06/2026)
Salary Range	As per SCHCADS Award
Position reports to	Co-Manager Community Engagement
Location	Abbotsford
Delegation	

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 leads the supervision of KWP Support Workers across Victoria and coordinates the delivery of cultural and wellbeing programs for Aboriginal women, delivered both in-person and through hybrid models, to improve access to culturally safe and supportive specialist family violence legal and non-legal services. A key focus of the role is to strengthen relationships with external stakeholders and ensure Aboriginal women are met with culturally sensitive and respectful interactions that contribute to positive outcomes.

The role is also responsible for coordinating an annual activities program that reflects and responds to the cultural, social, and personal interests and needs of Victorian Aboriginal women. Through this, the position ensures that the KWP continues to provide a safe, welcoming, and culturally strong environment where Aboriginal women are supported to heal, connect, and thrive.

Key accountabilities

Planning

- Lead the development and delivery of KWP's monthly events, activities, and programs, aligned with Djirra's strategic direction, cultural protocols, and Aboriginal community calendars.
- Prepare and share timely plans, invitations, and updates across the organisation and with stakeholders.
- Support early intervention and prevention programs by coordinating staff attendance and participation.

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.



- Strengthen partnerships with trusted services to ensure Aboriginal women have direct pathways to culturally safe legal, wellbeing, and support services.

Supporting Aboriginal Women

- Contribute to systems that track and strengthen service delivery to Aboriginal women engaging with the KWP.
- Collaborate with Djirra's Legal and Individual Support Services to build and update networks of trusted service providers.
- Oversee best-practice intake and follow-up processes that are timely, welcoming, confidential, and supportive.
- Work with team members to provide ongoing emotional and practical support, ensuring connections to culturally safe services.
- Represent Djirra visibly in the community, promoting its commitment to supporting women and standing against violence.

Supervision

- Provide effective supervision and leadership to staff across multiple locations, ensuring consistency and connection.
- Foster teamwork, open communication, and shared accountability.
- Set clear objectives, oversee data and file management, and maintain confidentiality.
- Ensure the KWP remains a culturally strong and safe environment for Aboriginal women.
- Work with Community Engagement Managers to strengthen and refresh KWP imagery and messaging across channels.

Projects

- Liaise with stakeholders to keep projects on track and address risks early.
- Support systems for reporting and accountability.
- Undertake additional tasks that contribute to Djirra's goals.

Occupational Health and Safety

- Follow and promote all health and safety procedures, participate in training, and report hazards, injuries, or incidents promptly.
- Proactively identify opportunities for improved safety.

Decision Making Authority

- All decision making within scope of responsibilities and budget allocations
- Recognise when to involve / escalate to the Community Engagement Manager

Key selection criteria

Professional / Functional Skills

- Extensive experience in delivering and overseeing support services, ensuring they are accessible, culturally safe, and responsive to community needs.
- Proven ability to work effectively with Aboriginal organisations, communities, and individuals in culturally respectful ways, while also navigating partnerships with mainstream organisations.
- Strong written communication skills, with demonstrated ability to produce clear and professional short reports, meeting agendas and notes, business correspondence, and related documentation.
- Highly developed presentation and facilitation skills, with extensive experience engaging both Aboriginal and non-Aboriginal audiences in formal and informal settings, across a wide range of topics.
- Demonstrated leadership and teamwork capability, with the confidence to recommend and implement changes, encourage innovation, and foster an environment where all team members actively contribute.
- Proven experience in planning and coordinating major events and gatherings, from concept through to delivery and evaluation.



Competency	• Sensitivity, insight, humour, and warmth in all interactions, with a particular capacity to engage respectfully and supportively with individuals who have experienced trauma, discrimination, or cultural and social isolation. • Strong influencing and negotiation skills, fostering collaboration, balancing diverse perspectives, and working toward positive outcomes for all stakeholders. • Resilient and adaptive, able to navigate complex issues with professionalism, integrity, and cultural safety at the forefront. •
Technical Skills	• Proficiency with Microsoft Office Suite and other standard business software. • A current driver's licence is essential; the role requires some out-of-hours and/or overnight travel.

Qualifications

- A Working with Children Check Card
- A Police Check
- A current driver's license is essential. Some out-of-hours travel, regular regional travel and/or overnights may be required.
- 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.

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: / /