



Position title	Aboriginal Women's Centre (AWC) Project Manager
Group	Strategy & OCEO
Employment status	Part time (0.8FTE) – 12 Month fixed term
Classification	Salaried
Position reports to	Director, Strategy and OCEO
Location	Abbotsford
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's Centre (AWC) Project Manager will play a key role in supporting Djirra's campaign to realise its long-term vision of establishing the first Aboriginal Women's Centre in Victoria.

Working closely with the Director, Strategy and Office of the CEO, the Senior Executive Team, (SET), and external consultants, the role will lead all AWC project activities for this initial phase, which focuses on building broad support for the project and progressing land acquisition. The Project Manager will be responsible for coordinating project scope, timelines, deliverables, and dependencies to ensure the project progresses in line with agreed objectives.

The role is responsible for developing and managing a robust project plan, stakeholder engagement matrix, and project governance arrangements; monitoring progress against milestones and budgets; identifying and managing project risks and issues; and preparing clear project updates and reports for internal governance and decision-making. The Project Manager will manage project partners, stakeholder relationships, and external consultants to ensure timely delivery of agreed outputs and strategic opportunities. The role will also ensure consistent communication with key stakeholders, support the development of project communications and collateral.

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 accountabilities

- Collaborate across Djirra to develop and maintain a comprehensive AWC project plan, ensuring clear scope, timelines, deliverables, and internal alignment across the Senior Executive Team and broader organisation.
- Provide project management leadership using best-practice tools and frameworks (including Gantt charts, risk registers, and stakeholder engagement matrices) to plan, track, and deliver project activities.
- Establish and manage project governance, including clear reporting, decision-making pathways, and escalation processes to support effective oversight and timely resolution of issues.
- Develop and implement internal and external stakeholder engagement plans that support delivery of project objectives, identify strategic alignments, and enable partnerships and opportunities.
- Build and maintain effective, trusted relationships with internal and external stakeholders, grounded in culturally safe engagement and communication practices.
- Monitor project progress against milestones, budgets, and dependencies; proactively identify and manage risks and issues; and ensure delivery remains aligned to agreed objectives.
- Prepare clear, regular project updates and reports for leadership and key stakeholders to support informed decision-making and accountability.
- Support and coordinate project communications to ensure consistent messaging, internal alignment, and effective engagement throughout the project lifecycle.
- Monitor campaign budgets, forecasts, and expenditure, ensuring alignment with approved plans and early identification of variances.

Key selection criteria

Professional / Functional Skills	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<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• 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: / /