

Position Description

POSITION TITLE:	Project Officer – Referral Pathways
POSITION TYPE & TENURE:	0.8-1.0 Equivalent Full-time Fixed Term to June 2026
CLASSIFICATION:	6.1
REPORTS TO:	Projects Manager - Services
DIRECT REPORTS:	Nil
LOCATION:	Flexible

ABOUT NO TO VIOLENCE

No to Violence (NTV) is Australia's peak body for individuals and organisations that work with men that use violence. We provide training, sector development and policy advice and advocacy on behalf of members. We operate the Men's Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a pro-feminist organisation, women and children are at the centre of what we do - by ending men's use of family violence, families, individuals, and communities are safer.

POSITION SUMMARY

The Project Officer – Referral Pathways will support design, development and delivery of an online National Directory of Services for People who Use Violence (PUV) project as the practice lead on the project team. Through the application of their specialist practice knowledge in domestic, family and sexual violence, the Project Officer will:

- Support the Projects Manager – Services in delivering project milestones for the design and delivery of a National Directory of Services for PUV, including support for the design and delivery of information collection tools and data analysis
- Lead packages of work, such as stakeholder mapping and designing engagement frameworks to support user testing phases
- Apply practice knowledge to sense-test process design, such as services identification, vetting, and quality maintenance processes that will ensure the delivery and maintenance of a quality product
- Engage effectively across NTV operational teams (including the Services and Advocacy, Research and Policy teams) and with project stakeholders to ensure the National Directory is built on solid research and evidence
- Support report writing about the project's findings and progress.

DELIVERABLES

- Lead the design of a framework to ethically consult with people who use violence (PUV) and affected family members (AFM) on the National Directory, including:
 - Options re models of engagement (how consultation sessions will be run, via what medium and by whom)
 - Scripts to support counsellors speaking with PUV and AFM clients about potential participation in consultation or user testing processes
 - Supporting the design of consultation or user testing questions

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- Lead the building of services listings for the National Directory, including the application of vetting processes
- Coordinate the sourcing of relevant research to build an evidence-base that supports the design and delivery of a National Directory of Services for PUV
- Contribute to the capture of lessons learned to inform continuous improvement opportunity
- Undertake other appropriate activities as directed by the Projects Manager – Services.

WHAT WE ARE LOOKING FOR IN THIS ROLE

Experience, Skills and Knowledge

Essential:

- Knowledge of the domestic, family and sexual violence sector through either practice and/or research, in particular about the intervention and support services landscape and referral practice.
- Experience in successful project management, with the proven ability to deliver excellent work within deadlines
- Ability to source or generate an evidence-base to inform product design and delivery
- Strong interpersonal skills with demonstrated ability to work across teams and manage a range of stakeholders
- Strong written communication skills with proven experience creating clear and concise outputs
- Exposure to various application software with high competency in the use of the MS Office suite.
- Cultural Competency: Understanding and respecting the cultural differences and needs of various communities, including Aboriginal and Torres Strait Islander peoples, LGBTIQ+ communities, and people with disabilities

Desirable:

- Formal training or certification in a project management methodology

Qualifications/Competencies/Licences

- Qualifications in a social science, or other relevant discipline.
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

EXPECTED FOR ALL NTV STAFF

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards.
- Promote a 'safety first' culture and acts in accordance with NTV health and safety policies and risk management systems.
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives.
- Be curious, reflective and open to continuous learning and new ways of working.

Position Description

- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services.
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation.

Signature of Job Holder _____ Date signed _____