

# NATIONAL FAMILY VIOLENCE PREVENTION LEGAL SERVICES

WORKING TO ACHIEVE IMPROVED JUSTICE OUTCOMES FOR ABORIGINAL AND TORRES STRAIT ISLANDER  
VICTIMS/SURVIVORS OF FAMILY VIOLENCE AND SEXUAL ASSAULT

## PROJECT OFFICER

- **Newly created role**
- **Diverse Project Management Responsibilities**
- **Attractive salary (up to \$80,000) with generous gross salary packaging up to \$30,000**

An exciting opportunity has arisen to join the Secretariat for the National Family Violence Prevention Legal Services Forum (NFVPLS) and help operationalise a new project to strengthen trauma-informed approaches in Family Violence Prevention Legal Services (FVPLSs) across Australia.

The NFVPLS is the peak body for 14 Family Violence Prevention Legal Services located around Australia. FVPLSs provide specialist, culturally safe legal services and supports to Aboriginal and Torres Strait Islander victims/survivors of family violence and sexual assault. FVPLSs operate in 35 identified rural and remote locations across Australia.

This position will be based at FVPLS Victoria, an Aboriginal Community Controlled Organisation whose head office is located in Abbotsford, Melbourne, and will include travel.

You will be reporting directly to the Manager, Strategy and Policy, and your responsibilities will include:

- Working collaboratively with external consultants, the National FVPLS Forum and individual FVPLS members to operationalise the roll out of workforce training and embed trauma-informed approaches into service delivery models, organisational structures and processes across FVPLSs;
- Providing logistical and secretariat support for the management of the project;
- Supporting the development of a knowledge base and ongoing processes within the Secretariat that will establish a community of practice around trauma informed care and enable continuous improvement across the sector after the life of the project; and
- Undertaking stakeholder engagement including through ensuring active participation, input and knowledge sharing among FVPLS members.

### **The successful candidate will possess the following skills and attributes:**

- Excellent communication (written and verbal) skills;
- Strong stakeholder management skills and ability to develop effective working relationships;
- Strong project management skills with the ability to prioritise work and to work under pressure to meet competing deadlines;
- Highly organised, with attention to detail and ability to work collaboratively and efficiently;
- Strong analytical and problem-solving skills;
- Knowledge, or demonstrated ability to quickly acquire knowledge, of the Aboriginal Community Controlled, community legal and family violence sectors.

**Application Procedure:**

All applications must address the Key Selection Criteria; include a CV and two professional referees. Only applications addressing the key selection criteria will be considered. Please find the position description attached and refer to the NFVPLS website ([www.nationalfvpls.org](http://www.nationalfvpls.org)) for further organisational information. **Applications close Friday 4<sup>th</sup> August 2017.** Please direct any enquiries to at [ssharma@fvpls.org](mailto:ssharma@fvpls.org) and apply to Sue Sharma (Human Resources Manager).

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**