



Position Description

Job title:	Family Violence Engagement and Prevention Team Leader
Award:	SCHADS
Classification:	Level 5 - in accordance with qualifications and experience
Reports to:	CEO
Status:	Fixed term – 12 months. Full time with some after-hours work may be required.
Date updated:	June 2022

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply

Job Purpose

Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected and self-determined Aboriginal Community Organisation in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

MMIGP has been running a Family Violence Engagement and Prevention Strategy since 2018, providing a safe and welcoming environment for MMIGP men, women and families. The strategy encompasses different programs and activities:

- Provides a referral service that supports the integrity and safety of all victims of violence, as well as supporting and referring perpetrators contemplating change in their own behaviour.
- Raises awareness and respect about the impacts of both the common types of violence such as physical and or emotional, lateral violence as well as controlling forms of violence that are widespread throughout all communities.
- Enables community members involved in the program to develop as role models/ “Free from violence ambassadors”, promoting healthy, respectful relationships throughout the community.



- Supports program participants access to MMIGP cultural programs and activities that strengthen identity and connection to culture as key determinants of safe and strong families and communities.

This newly created position of Team Leader of the Family Violence Engagement and Prevention will be responsible for leading, coordinating and building MMIGP’s Family Violence Engagement, Early Intervention and Prevention programs, developing staff capabilities, ensuring the effective and efficient delivery of service, managing partnerships and collaborations with service providers, safeguarding (with support from the MMIGP Cultural Advisory Committee) the cultural integrity of programs and working across relevant MMIGP programs to ensure they incorporate and embed family violence prevention activities and initiatives in their program design and delivery.

The Team Leader will oversee and support a small team comprising male and female workers who are responsible for supporting the Aboriginal and Torres Strait Islander community members and families living in the Eastern Metropolitan Region of Melbourne through:

- Engaging and working with individuals, families and the community to identify family violence and prevention needs and developing strategies and actions to address those needs
- Cultural activities/themed workshops that are provided as part of the Ochre (Deadly Dads) Program
- Indigenous Women’s Spiritual Healing Circles
- Activities and events that strengthen culture and community engagement
- Providing a referral process to relevant external agencies e.g. (Boorndawan Aboriginal Healing Service, Victorian Aboriginal Child Care Agency, Eastern Community Legal Centre, Relationships Australia Victoria)
- A Cultural Committee which advises on cultural relevance and safety of programs as well as ensuring design, practice and decision making is informed by their wisdom and is culturally grounded and appropriate
- Advocacy on behalf of and support of clients as needed through referrals and other methods

Key Responsibilities

- Provide leadership, direction and supervision to the FV Prevention and Early Intervention team to ensure strategic priorities, funding requirements and key performance targets are met
- Manage MMIGP OHS and HR requirements
- Ensure FV prevention and early intervention programs are delivered in ways that meet community needs and funding guidelines.
- Ensure an effective program cultural lens is applied and maintained to ensure cultural protocols are adhered to and cultural integrity of program delivery and design is maintained.
- Apply a culturally appropriate program governance framework to ensure client support, data recording and reporting meeting the requirements of relevant professional standards, practice and legislation.
- Report on program performance to the MMIGP management team and Board of Directors as required
- Develop strategies to ensure team members adhere to MMIGP policies and values



- Establish and foster positive and collaborative internal and external stakeholder relationships particularly MMIGP Funding bodies and service delivery partners
- Represent the organisation at various stakeholder meetings as appropriate
- Work with other MMIGP Program coordinators/ team leaders and CEO to identify service delivery gaps and opportunities, advocate for improved system responses and contribute to the development grant applications
- Lead by example and contribute to building an organisational culture based on collaboration, program excellence and innovation
- Contribute to embedding a focus on continuous quality improvement to ensure service delivery to program participants, Elders and the Aboriginal community in the EMR is reflective of best practice.
- Adopt and apply OH&S policies and procedures to ensure a safe work environment
- Support the CEO and senior managers and undertake management duties when required

Key selection Criteria

Experience, Qualifications & Skills

- Demonstrated understanding of the Victorian Aboriginal community and the ability to communicate effectively with Aboriginal people of all ages
- Understanding of the specific cultural and historical issues that impact on Aboriginal clients, particularly in response to intergenerational trauma and the Stolen Generations
- Experience working in family violence prevention and early intervention programs, particularly in an Aboriginal context
- Experience in contributing to ensuring organisational strategic goals and priorities are achieved
- Good project management skills including the and/or experience in developing, implementing, managing budgets and measuring success
- Demonstrated ability to manage multiple projects and deliver milestones on time and within budget
- Experience in people management and development
- An understanding of Government funding and reporting and how to establish effective and positive relationships with government contract managers and relevant staff
- Exceptional stakeholder management skills with the ability to forge and strengthen partnerships and collaborations
- Proven ability to consult and negotiate effectively with members of the MMIGP community, Government, MMIGP partners, and service providers
- Exceptional written and verbal communication skills with the ability to effectively communicate and engage with a broad range of stakeholders, coordinate organisational reporting
- Well-developed organisational skills including ability to prioritise, complete tasks, respond to requests on time, and pay attention to detail
- Proficiency in Information Technology with skills in Word, Excel, PowerPoint (or similar presentation packages), email and electronic file management
- Demonstrated experience in event coordination and promotion and marketing



Required

- A tertiary qualification in community services, social sciences or related discipline
- Minimum 2 years' experience in successfully managing a small team and delivering a diverse range of service focused programs
- A current first aid certificate or willingness to obtain once employed
- A current Working with Children Check and Police Check
- A current Victorian Driver's License
- Available to work flexible hours including weekends, school holidays and afterhours where required

Personal Attributes

- Culturally aware and inclusive
- Client and Community focused
- Collaborative and supportive
- Able to form positive relationships with others
- Ethical and honest
- Self-disciplined and motivated
- Analytical and determined