



## Position Details:

### MARAMIS & Workforce Development Coordinator

<b>Position Title</b>	MARAMIS & Workforce Development Coordinator
<b>Employment Type</b>	1.0 EFT (Fixed Term until September 30, 2026)
<b>Exemption</b>	This position is only open to women and gender diverse people (i.e., people who identify as women and people whose gender identity does not align with the gender assigned at birth, including trans, non-binary, agender, intersex and other gender diverse individuals; not including individuals for whom their biological sex and gender identity is male). EOE H319/2022
<b>Location</b>	Women's Health In the North (WHIN), Level 2, 266 Raglan Street, Preston. Flexible working arrangements can be negotiated.
<b>Reports to</b>	The MARAMIS & Workforce Development Coordinator is a member of the Northern Integrated Family Violence (NIFVS) Team, and reports to the Principal Strategic Advisor (PSA).
<b>Direct Reports</b>	Sessional Trainers (currently 2)

## Organisational Context

WHIN is the women's health promotion and advocacy organisation for the northern metropolitan region of Melbourne (NMR). WHIN is a not-for-profit member-based organisation committed to improving the health, safety and wellbeing of women and gender diverse people.

WHIN works to eliminate gender inequalities and improve the health, safety and wellbeing of women and gender diverse people. We do this through leadership, advocacy, training, research and strategic partnerships.

## Position Context

The NIFVS team at WHIN supports the operations and key strategic priorities of the Family Violence Regional Integration Committee (FVRIC). The FVRIC is an alliance of family violence service providers across Melbourne's NMR who work collaboratively to improve system responses, integration, and alignment, and service users' experiences.

## Position Summary

<p><b>Key Objective</b></p>	<p>The position reports to the NIFVS Principal Strategic Advisor and works collaboratively on a range of regional and local activities that support identified outcomes of the NIFVS Regional Integration Committee’s strategic plan and annual action plans.</p> <p>Working closely with the NIFVS Principal Strategic Advisor, the MARAMIS &amp; Workforce Development Coordinator will plan, deliver, and evaluate a range of initiatives to support workforce capability building.</p> <p>The position also has responsibility for:</p> <ul style="list-style-type: none"> <li>• Supporting the implementation of the MARAM Framework and regionally relevant, family violence sector reforms.</li> <li>• Oversight and coordination of the NIFVS workforce development portfolio including the supervision of sessional trainers.</li> <li>• Coordination and oversight of administrative processes and practices associated with the delivery of training in partnership.</li> <li>• Coordination and facilitation of a range of sector forums, communities of practice and meetings.</li> <li>• Undertake strategic and specific project work as required in line with the key NIFVS team outcomes.</li> <li>• Build and maintain relationships with relevant NIFVS partners ensuring appropriate formal agreements exist</li> </ul>
<p><b>Key Result Areas</b></p>	
<p><b>Team Leadership</b></p>	<ul style="list-style-type: none"> <li>• Management of professional sessional trainers observing WHIN’s supervision and performance management practices and policies.</li> <li>• Coordinate and deliver workforce development activities in line with the NIFVS Strategic Plan, including planning, evaluation, and continuous improvement.</li> <li>• Align all training with MARAMIS implementation requirements of the Victorian State Government</li> <li>• Monitor and deliver against workforce development contractual arrangements and reporting requirements.</li> <li>• Oversee NIFVS’s fee-for-service training program including managing contracts and invoicing.</li> </ul>
<p><b>Development of High-Quality Workforce</b></p>	<ul style="list-style-type: none"> <li>• Plan, deliver and evaluate workforce development initiatives (such as events, Communities of Practice, workshops and trainings).</li> </ul>
<p><b>Development Initiatives</b></p>	<ul style="list-style-type: none"> <li>• Strengthen and expand NIFVS’ workforce development offerings in partnership and consultation with sector stakeholders, service providers and people with lived experience.</li> <li>• Assist in responding to changes in government policy and structure.</li> <li>• Perform project related administrative tasks and procedures as required.</li> <li>• Projects are delivered within timelines and budget.</li> </ul>

<b>Strategic Networking &amp; Liaison</b>	<ul style="list-style-type: none"> <li>• Maintain and grow effective working relationships with a range of stakeholders including those with lived experience, practitioners, and organisational leaders.</li> <li>• Consult with and engage partners in the development and implementation of forums and other workforce development initiatives to improve family violence responses.</li> <li>• Provide specialist family violence advice to WHIN colleagues and external stakeholders to support the development of quality initiatives and programs.</li> <li>• Represent the NIFVS team at meetings and forums as required.</li> </ul>
<b>Collaboration and Team Work</b>	<ul style="list-style-type: none"> <li>• Actively participate as a member of the NIFVS Team and work collaboratively and proactively to achieve team, NIFVS FVRIC and WHIN organisational goals.</li> <li>• Develop and maintain effective working relationships with partners and other external stakeholders.</li> <li>• Participate in staff and team meetings, staff development and organisational planning.</li> <li>• Facilitate internal knowledge transfer of programs and strategies to support organisational understanding and ownership.</li> </ul>
<b>Organisational Development</b>	<ul style="list-style-type: none"> <li>• Participate in the development, implementation, and annual review of the NIFVS Strategic Plan and Annual Action Plan.</li> <li>• Be actively involved in a learning organisation including continuous quality improvement, accreditation processes and performance reviews.</li> <li>• Apply the organisation's vision, mission, and values to achieve WHIN's strategic objectives and priorities.</li> </ul>

## Key Selection Criteria

Please note: all applications must contain a statement addressing each of the essential key selection criteria separately.

<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Tertiary qualifications in social work, community development, family violence, gender studies or a related field.</li> <li>2. Comprehensive knowledge of family violence including an understanding of issues relating to the gendered nature of family violence and the Victorian family violence service system.</li> <li>3. Experience working with family violence victim survivors and/or people who choose to use violence.</li> <li>4. Experience in planning, delivering, and evaluating training and workforce development activities.</li> <li>5. Experience in project management including planning, delivery, and evaluation.</li> <li>6. Highly developed and demonstrated communication skills – both verbal and written.</li> <li>7. Strong planning, time management and organisational skills.</li> </ol>
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	<ol style="list-style-type: none"> <li>8. Ability to work both independently and as part of a team and to respond flexibly to team demands and priorities.</li> <li>9. Understanding of, and commitment to, intersectional feminism and women's health, safety, and wellbeing.</li> </ol>
<b>Desirable</b>	<ol style="list-style-type: none"> <li>1. Knowledge of Melbourne's northern metropolitan region.</li> <li>2. Ability to speak a language other than English.</li> </ol>

## Remuneration

All WHIN staff are employed under the conditions set out in its Employment Agreement (EA). This role is classified equivalent to a level 6 position in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS). As per WHIN's current EA, staff are paid 3% above award (exclusive of Superannuation).

The pay point will be negotiated according to education, training, and years of relevant experience in similar organisations and/or roles.

## Benefits

- Salary 3% above the award
- Flexible working arrangements including the ability to work from home.
- The organisation offers employees the opportunity of salary packaging of up to \$16,050 per annum (\$30K grossed up). Salary packaging increases the value of the net salary (depending on personal taxation situation). (Salary packaging is subject to legislative requirements and in accordance with WHIN's policy.)
- In addition to four weeks annual leave staff are granted a further three days leave (grace-in-favour days) across the Christmas/New Year period
- Generous personal leave arrangements
- Time-in-lieu policy

## Performance Monitoring

All new appointments are subject to a six-month probationary period.

Regular supervision is provided by WHIN, during which workload and performance are monitored.

WHIN conducts yearly performance review and appraisals.

## Application Details

All applications must contain a statement addressing each of the key selection criteria separately. Details of how to do this can be found here: <https://www.seek.com.au/career-advice/article/10-selection-criteria-examples-for-your-resume>

Referees, including a recent line manager, will be required if applicants are shortlisted after interview.

Women and gender diverse people from migrant, refugee, and Aboriginal and Torres Strait Islander communities are encouraged to apply.

Overseas applicants must confirm that they possess the relevant Australian work permits.

All offers of employment are subject to the following:

- Current National Police Record Check (renewed every 3 years).
- International Police Record Check (where required).
- Current Working with Children Check Assessment notice and card valid for Employment.
- A Current Victorian Drivers Licence (where required).

Please send applications to the following email address with your name and 'Confidential' in the subject line to: [jobs@whin.org.au](mailto:jobs@whin.org.au)

**Applications will be reviewed as they are received so, please apply as early as possible.**

## Further Information

All offers of employment are subject to the following:

- Current National Police Record Check (renewed every 3 years).
- International Police Record Check (where required).
- Current Employee Working with Children Check

Successful applicants are required to enter into a Privacy and Confidentiality Agreement.

If you have specific queries about this position, please contact Veronica Hunt, Principal Strategic Advisor, Northern Integrated Family Violence Services on [veronica.h@whin.org.au](mailto:veronica.h@whin.org.au).