



<b>Position Details: 12-month Parental Leave</b> <b>NIFVS Program Support Officer</b>	
<b>Position Title</b>	Program Support Officer
<b>Employment Type</b>	Fixed Term Contract Parental Leave Coverage 0.4 EFT
<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), 2/266 Raglan St, Preston VIC 3072. Flexible working arrangements can be negotiated.
<b>Reports to</b>	Northern Integrated Family Violence Services (NIFVS) Principal Strategic Advisor (PSA)
<b>Organisational Context</b>	
<p>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.</p> <p>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.</p> <p>NIFVS team 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.</p>	
<b>Position Summary</b>	

Key Objective	<p>You will support the efficient and effective delivery of NIFVS projects and Family Violence sector development activities. This is done through completing a wide range of administrative support functions, along with event management, project planning, data management and stakeholder engagement.</p> <p>Demonstrated capabilities and competencies in broad administrative duties and functions which include but not limited to data management, documentation preparation and supporting NIFVS Team goals.</p>
Key Result Areas	
Development of High-Quality Communications and Resources	<ul style="list-style-type: none"> <li>Support all team program activities as prescribed to the responsibilities of this role in partnership with the Principal Strategic Advisor and the Communications Officer.</li> </ul>
Program Support	<ul style="list-style-type: none"> <li>Provide technical, administrative and IT support to all workforce development, training, and sector development activities.</li> <li>Maintain the partnership records database Better Impact.</li> <li>Support the production and maintenance of program documentation, including general and statistical reports, spreadsheets and registers, and as required meeting agendas and minutes.</li> <li>Support the planning, implementation, and evaluation of large-scale NIFVS Projects.</li> <li>Provide technical and administrative support across a range of NIFVS team activities.</li> </ul>
Strategic Networking and Liaison	<ul style="list-style-type: none"> <li>Provide advice, guidance, and support as required to maintain and strengthen NIFVS stakeholder relationships and partnerships.</li> </ul>
Collaboration and Teamwork	<ul style="list-style-type: none"> <li>Actively participate as a member of the NIFVS team and contribute to a strong, positive, and productive team culture.</li> <li>Participate in regular supervision and annual performance assessment processes.</li> <li>Participate in and contribute to all NIFVS team meetings, WHIN staff meetings and FVRIC partnership meetings as required.</li> <li>Apply both WHIN's and the FVRIC's vision, mission, and values to achieve strategic priorities and objectives.</li> </ul>
Key Selection Criteria	
Please note: all applications must contain a statement addressing each of the essential key selection criteria separately.	
Essential	<ol style="list-style-type: none"> <li>Experience and competency in coordinating and providing a range of high-level administrative support.</li> </ol>

	<ol style="list-style-type: none"> <li>2. High level computer literacy skills including knowledge of the Microsoft Office Suite, WordPress, Mail Chimp, Humanitix, Better Impact, and other business process management tools.</li> <li>3. Demonstrated ability to develop high quality written materials with exceptional attention to detail.</li> <li>4. Demonstrated time management skills with the ability to work independently and autonomously whilst also working as part of a team and responding flexibly to team demands and priorities.</li> <li>5. Understanding of, and commitment to intersectional feminism and women's health, safety, and wellbeing.</li> <li>6. An awareness of family violence issues including an understanding of issues relating to the gendered nature of family violence.</li> </ol>
Desirable	<ul style="list-style-type: none"> <li>• Knowledge of Melbourne's northern metropolitan region</li> </ul>
<h2>Remuneration</h2>	
<p>All WHIN staff are employed under the conditions set out in its workplace agreement. This role is classified equivalent to a level 3 position in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS), exclusive of Superannuation.</p>	
<h2>Benefits</h2>	
<ul style="list-style-type: none"> <li>• Salary 3% above the award</li> <li>• Flexible working arrangements including the ability to work from home</li> <li>• 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.)</li> <li>• 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</li> <li>• Generous personal leave arrangements</li> <li>• Time-in-lieu policy</li> </ul>	
<h2>Performance Monitoring</h2>	
<p>All new appointments are subject to a six-month probationary period.</p> <p>Regular supervision is provided by WHIN, during which workload and performance are monitored.</p> <p>WHIN conducts yearly performance review and appraisals.</p>	
<h2>Application Details</h2>	

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)

Closing **Monday 23 June 2025** – 4pm

## 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).