

JOB DESCRIPTION FORM	
POSITION DETAILS	
POSITION TITLE:	Project Officer, Primary Prevention
LOCATION:	Carlisle
Award Classification	Social Community Home Care and Disability Services Award Level 5
EMPLOYMENT STATUS:	Full time - 75 hours per fortnight
REPORTING RELATIONSHIP	
Position Reports To:	Team Leader
Positions Reporting to This Position:	Nil
PURPOSE	
<p>Overview Starick is an innovative, client focused organisation working across the continuum of prevention, early intervention, crisis intervention and recovery to address the impacts of family and domestic violence and to create safer communities.</p> <p>Starick's operating frameworks are:</p> <ul style="list-style-type: none"> • Family and domestic violence informed • Safe and Together • Trauma informed • Response based • Strengths based • Culturally sensitive • Client focused. <p>Starick is committed to ensuring a child safe environment and work practices.</p> <p>Starick works towards our vision of futures free from violence through primary prevention programs that aim to educate the community about abuse in its many forms, address the drivers of family and domestic violence and challenge and change community attitudes and behaviours. Our primary prevention work advocates gender equality and respectful relationships and is informed by and aligns with the policy landscape at the state, national and international levels.</p> <p>Position Information Starick undertakes primary prevention of FDV activities as part of our mission to build safer communities. This includes the development and production of primary prevention resource and training materials, provision of training and facilitation, and localised support for a range of organisations in the community.</p> <p>The Project Officer responsibilities include:</p> <ul style="list-style-type: none"> • Providing local input to resource and training materials around primary prevention and respectful relationships strategies and initiatives. • Connecting with local domestic violence resources and services in areas where training is to occur. • Practical organisation of local training sessions, forums and other meetings. 	

- Providing domestic violence specific input at training sessions, forums and meetings.
- Facilitating group discussions and interactive activities and managing group dynamics.
- Contributing to the development of organisation plans/strategies that embed a primary prevention and respectful relationships focus.
- Collecting, monitoring and reviewing local and program data as appropriate.
- Initiating and coordinating key stakeholder networking.
- Preparing reports and drafting correspondence.
- Preparation and distribution of agendas, attend meetings, prepare minutes and provide follow up support for meetings.
- Other duties as required.

COMPETENCY PROFILE

Knowledge

- Understanding of gender-based violence.
- Knowledge of family and domestic violence issues and relevant services.
- Knowledge of primary prevention strategies and approaches relevant to family and domestic violence.

Skills

- Organisational skills and ability to multi-task
- Well-developed interpersonal skills, including the ability to relate effectively to a range of staff in government and non-government organisations and build relationships with key stakeholders.
- Well-developed oral and written communication skills.
- Good presentation and facilitation skills.
- Ability to work under pressure and be flexible as part of a small team.
- Good attention to detail and ability to meet deadlines and anticipate requirements ahead of time.
- Ability to exercise discretion when dealing with confidential information and sensitive issues.
- Proficient with IT applications including Microsoft Office

SELECTION CRITERIA

Essential

- Knowledge and understanding of family and domestic violence and the gendered drivers of violence.
- Knowledge of primary prevention strategies and approaches relevant to family and domestic violence.
- Experience in organising and facilitating training sessions, workshops and forums.
- Experience in developing education resources and training materials for different audiences.
- Experience in successfully working with stakeholders.

DESIRABLE CRITERIA

- Knowledge of primary prevention initiatives across different sectors and jurisdictions.
- Qualifications in teaching, adult education, social work, or community work.



REQUIREMENTS
<ul style="list-style-type: none">• A national police clearance• A Working with Children Card• A current WA Drivers Licence
CERTIFICATION
The details contained in this document are an accurate statement of the responsibilities, competencies and other requirements of the position.
CHIEF EXECUTIVE OFFICER: _____ DATE: 14/01/2025 Leanne Barron
As position holder I have noted the statement of the responsibilities, competencies and other requirements as detailed in this document.
POSITION HOLDER: NAME: SIGNATURE: _____ DATE: