

Position Description

POSITION DETAILS	
Position Title	Prevention Sector Development Officer
Hours/Fortnight	0.6-1FTE (Negotiable)
Award and Level	SCHADS Level 7.1-7.3, dependent on experience
Location	West Perth
Reports to	Manager, Preventing Violence Together
Supervision of	Nil
Date Effective	March 2024
ORGANISATIONAL CONTEXT	
	<p>The Centre for Women's Safety and Wellbeing (CWSW) is the leading voice for women and children affected by gender-based violence in Western Australia. CWSW is an independent organisation and the peak representative body for women's specialist domestic and family violence, community-based women's health, and sexual assault services in Western Australia.</p> <p>CWSW works with governments, peak bodies, community, and private organisations to prevent violence against women, promote women's health, advance gender equity, and to ensure that women's voices are integral to policy, legislation, and services. CWSW takes an intersectional approach that recognises the multiple forms of discrimination many women face, so that responses to these issues address the particular and diverse needs of women.</p> <p>CWSW holds a central position in the Western Australian domestic and family violence system and its strategic governance. We are committed to being an independent voice to effect sustainable and purposeful systemic and social change.</p>
ROLE CONTEXT	
	<p>This role sits within Preventing Violence Together (PVT), a joint initiative of CWSW and Stopping Family Violence. PVT is an exciting initiative with a focus on supporting professionals</p>

	<p>across Western Australia working to prevent domestic, family, and sexual violence before it occurs. PVT supports professionals to build their skills and knowledge for primary prevention in a range of settings. Its role is also to advocate for sustained commitment to the long-term work required to prevent violence against women.</p> <p>The Prevention Sector Development Officer role will support the work of PVT in three key areas: workforce development, systemic advocacy, and community mobilisation.</p>
ROLE RESPONSIBILITIES	
Strategy and Leadership	<ul style="list-style-type: none"> • Contribute to the strategic direction and development, growth, and sustainability of PVT and CWSW. • Work within an evidence-based framework that addresses all violence against women as a gendered issue that is experienced within a cultural, social, economic, and political context.
Operations and Reporting	<ul style="list-style-type: none"> • Under the direction of the Manager, Prevention Violence Together, support: <ul style="list-style-type: none"> ○ Implementation of Foundations for Change: A Western Australian framework to guide primary prevention of violence against women. ○ Development of primary prevention training packages, including facilitator guides, participant resources and PowerPoint slides. ○ Delivery of training, networking opportunities, communities of practice, and other tailored support to the primary prevention sector. ○ Development of primary prevention resources and messaging targeted toward different audiences. ○ With the support of the Communications Lead, contribute towards PVT communications strategy ensuring regular and timely information is available across various platforms. ○ Systemic advocacy and engagement with the primary prevention workforce. ○ Mobilising the community to play their part in preventing gender-based violence. ○ Evaluation and reporting.

	<ul style="list-style-type: none"> • Participate in performance development process, including regular review of individual performance objectives associated with the role.
Risk and Compliance	<ul style="list-style-type: none"> • Report on risks relating to projects and activities as required.
Finance	<ul style="list-style-type: none"> • Work within the prescribed budget for activities falling within the Prevention Sector Development Officer role. • Use CWSW's resources effectively and efficiently.
Organisational Expectations	<ul style="list-style-type: none"> • At all times abide by the policies and procedures of CWSW. • Contribute positively to promoting a culture of health, safety and wellness for employees and students at CWSW. • Ensure workplace behaviour is consistent with the organisation's Code of Ethical Behaviour and Core Values. • Perform responsibilities in a manner that reflects, and responds to, a focus on continuous quality improvement. • Contribute to the efficient and effective functioning of the team to meet organisational objectives. This may include covering responsibilities outside the Prevention Sector Development Officer role because, as the team is small, staff are required to work flexibly to meet the demands on the organisation.
SELECTION CRITERIA	
Essential Criteria	<ul style="list-style-type: none"> • Tertiary qualifications in gender studies, health promotion, social or political science, public policy, social work, community development, or other area of relevance; or equivalent experience • Demonstrated understanding of the evidence on violence against women/gender-based violence • Knowledge of the primary prevention sector and key primary prevention frameworks, including an understanding of the current policy and political landscape relating to the prevention of violence against women and gender equality • Highly developed communication and interpersonal skills, including the ability to distil complex ideas for different audiences, listen and adapt to audience needs, and lead and facilitate groups.

	<ul style="list-style-type: none"> • Demonstrated skills, knowledge, and capacity to work with Aboriginal and Torres Strait Islander people in a culturally respectful way, or the capacity to develop these. • Highly developed organisational and project management skills with experience managing multiple projects and competing priorities. • Ability to confidently work both autonomously and collaboratively, harness the contribution of others, build effective relationships, and foster a positive team environment. • Demonstrated commitment to a feminist and intersectional approach to advancing gender equality and preventing violence against women.
Desirable	<ul style="list-style-type: none"> • Experience in designing, delivering, and evaluating primary prevention initiatives. • Experience in the development and delivery of training for adult learners. • Experience in system reform, advocacy, and/or community campaigning.
ADDITIONAL INFORMATION	
Work Health and Safety	All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.
Other requirements	National Police Check (no more than 6 months old)
Vaccination	COVID-19 vaccination is required in accordance with the CWSW COVID-19 Vaccination Policy