



POSITION DESCRIPTION

Family Violence Collaborative Project Co-ordinator

SCOPE OF THE POSITION:

This is a fixed term contract for 6 months

THE POSITION IS RESPONSIBLE TO:

Executive Officer Jigsaw Whanganui

HOURS 20 hours per week (negotiable)

FUNCTIONAL RELATIONSHIPS:

Executive Officer *Jigsaw Whanganui* (host agency)

Reference Group Whanganui Family Violence Network

Member Agencies Whanganui Family Violence Network

PRIMARY OBJECTIVES:

1. To support and maintain an active and engaged network of VIN member agencies
2. Increased capability across the VIN network members and other agencies and institutions in recognising and responding to family harm
3. A well informed community regarding family violence – building on prevention, early intervention and where and how to access help

KEY TASKS AND RESPONSIBILITIES:

1. Animate an active and engaged network of agencies

- Actively promote the VIN kaupapa and principles among member agencies
- Undertake the communications and organisation necessary to ensure the monthly VIN network meetings function well
 - Mobilise members through:

- Action groups and other practical means to address key issues or projects identified by the Network
- Identify key roles and resources of VIN member agencies - compile and maintain a written inventory
- Facilitate good information sharing and linkages across the network
- Assess potential new network members match to the VIN kaupapa and make recommendations to the Reference Group re membership

2. Facilitate increased capability across our community in recognising and responding to family harm

- Identify competency gaps and needs across the network
- In liaison with the Reference group arrange appropriate training opportunities for network members and wider community

3. Promote a well-informed community regarding family harm

- Utilise various media to communicate key information and resources regarding family harm across various community audiences
- Liase with key sectors, institutions, neighbourhoods wanting to better recognise and respond to family harm

4. Effectively utilise strengths and resources

- Maintain active reflection of practices, undertake regular professional supervision
- Meet monthly with VIN Reference group to develop and review action plan
- Work under the direction of the Executive Officer

IDEAL PERSON SPECIFICATION:

The ideal person will have:

- A proven ability to relate effectively to a wide cross section of people and cultures
- A working knowledge of the dynamics of family violence
- A working knowledge of how systems interact and operate within communities
- Excellent time management skills
- Initiative and self-motivation with a commitment to solution focussed practise
- Effective oral and written communication skills
- Team leadership skills with a clear ability to engage, clarify, resolve conflict, reach consensus, inspire and motivate others
- Good analytical skills
- Marketing skills
- A tertiary qualification