

## Job Outline and Criteria

Northern Rivers Women and Children's Services Inc. (NORWACS) is seeking applications from suitably qualified and experienced women for the position of **Project Manager** for the Lismore Women's Health and Resource Centre.

### About NORWACS

NORWACS has been working with women in the Northern Rivers community since the 1980s, first starting out as a women and children's refuge. Current services include the Lismore Women's Health and Resource Centre, WORTH: Women's OutReach Trauma Health service: support women and children impacted by the flood disaster and domestic and family violence, Heartfelt House: support for women survivors of childhood sexual abuse and WISE: Women in Social Enterprise. Details of each of our services can be found via our website: <https://www.norwacs.org.au>.

### OUR VISION

Women and their children are strong, well, safe and empowered to thrive.

### OUR MISSION STATEMENT

NORWACS supports and advocates for women and children across the Northern Rivers to be well, safe, strong and empowered to thrive.

### OUR VALUES

Equality    Integrity    Respect    Kindness    Courage    Sustainability

### About the role

NORWACS is seeking applications from suitably qualified and experienced applicants for the position of Project Manager. The position requires up to 28 hours per week, which may include some weekends and evenings on an ongoing contract subject to performance. Performance will be assessed within six months of commencement and a six-month probationary qualifying period will also apply.

**Lismore Women's Health and Resource Centre** has been running for more than 25 years. It is a safe place run for women by women. It provides confidential and friendly health and wellbeing assistance for women in Lismore and surrounding areas. Services include drop-in support, intake, information and referral, in-house and outreach health promotion, a women's health nurse clinic, generalist and sexual assault and domestic violence counselling, and wellbeing groups.

The Project Manager will lead a small, multi-disciplinary team and manage the delivery of a key service within the organisation. We're searching for a highly qualified project manager to successfully assist women in the community. The ideal candidate will have strong skills in clinical leadership and project management experience within a Charitable, Profit for Purpose and/or



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Commercial organisation. The project manager will prepare and present updates regularly to relevant management channels, ensuring that our goal of innovation is being achieved. Excellent interpersonal and leadership skills are vital for this role, as good teamwork is central to our success.

All work is undertaken in accordance with Northern Rivers Women and Children's Services Inc. philosophy, policies and procedures and relevant legislation, as well as NORWACS' vision and values, which includes working within a feminist, social justice framework.

## Salary and Conditions

Classification: SCHADS Award, Level 6.3

## Requirements:

- i. NORWACS considers that being female is a genuine occupational qualification for this position under Section 31 of the Anti-Discrimination Act 1977 (NSW)
- ii. Valid unrestricted NSW Drivers Licence
- iii. Valid Working with Children Check and Criminal History Check or able to get clearance.
- iv. A degree, post graduate qualification or associate diploma of relevant social sciences minimum and/or significant managerial experience attained through previous appointments, service and/or study with a combination of experience, expertise and competence sufficient to perform the duties required of this role.

## KEY SELECTION CRITERIA

### Essential

1. Proven track record in successful delivery and evaluation of projects including managing budgets and leading teams.
2. Highly developed skills in communication, negotiation, conflict resolution, facilitation and managing change.
3. High level commitment to the provision of consistently high standards of client service and ability to liaise and communicate effectively with a range of stakeholders while maintaining a high degree of confidentiality, discretion and judgement.
4. Understanding of and capacity to relate to people from a diverse range of social and cultural backgrounds, including those with complex needs, and treat clients with fairness and respect.
5. Demonstrated knowledge and experience of socio-legal processes related to clinical work with women impacted by domestic and family violence and are involved with the family law and court, and/or child protection systems, including mandatory reporting and responding to subpoena requests under Chapter 16A 'Care Act'.



6. Demonstrated ability to plan and deliver industry presentations and educational workshops.
7. Demonstrated high level communication and interpersonal skills that embody a feminist and trauma informed practice framework. This includes the ability to accurately document data and maintain client files.
8. Ability to build and maintain effective relationships with multidisciplinary team members, clients, and other stakeholders, including knowledge of local service provision and the ability to form productive networks and partnerships.
9. Commitment to working within a holistic feminist framework.

## How to apply

*Applicants must provide responses to the essential selection criteria, the completed Application Form included in this package and a current Resume to be considered.*

*When responding to the criteria, provide examples of how you have demonstrated your knowledge, skills and experience. Responses should be 400 words or fewer per criterion.*

Applications should be emailed to [recruitment@norwacs.org.au](mailto:recruitment@norwacs.org.au) and be received by **31 December 2023**  
Short-listed applicants will be contacted for interviews week commencing **Monday, 2 January 2024**

***NORWACS is an equal opportunity employer. NORWACS will actively recruit our workforce from targeted communities; including Aboriginal and Torres Strait Islanders, sexually and gender diverse women and people living with a disability, people with lived experience and people from culturally and linguistically diverse communities.***

