

Location/s	Various
Reporting to	Venue Team Leader
Direct Reports	Nil
Level	Practice Stream Level 4
Date Updated	April 2024

About the Role

The purpose of this position is to develop and maintain links and networks within the family law service providers. This includes hosting information events and forums, developing resources, and meeting with stakeholders.

Key Responsibilities

Service Delivery	<ul style="list-style-type: none"> Actively promote family law issues and its services within the local service sector, in a variety of modalities and formats. Develop, foster, and maintain relationships with key stakeholders in the family law community. Develop forums, focus groups, events, and information/education sessions to meet the needs of key stakeholders through identified gaps in family law knowledge with the local service sector. In consultation with the Team Leader, Regional Manager and Steering Committee, conduct systematic evaluation and research as to the effectiveness of programs executed by this program. Maintain a local resource file including details of local services and key stakeholders, relevant information and education packs, and other relevant resources. Development of fundraising events and activities to support and supplement grant budget. Coordination of select social media promotion of the Family Law Pathways Network in consultation with Team Leader and Steering Committee. Coordination of FLPN Steering Committee, ensuring key stakeholders are members, a quorum is met, and the committee is well informed and consulted on activities, events and planning for FLPN to meet key objectives of the contract.
Duty of Care and Legislative Requirements	<ul style="list-style-type: none"> Maintain confidentiality and duty of care, including identification and assessment of domestic and family violence, child safety, threat of harm to self or others, and other risk factors; and take appropriate steps as required by organisational policy and procedure. Understand and meet legislative and funding requirements including collecting and recording statistical data in a timely and accurate manner.
File and Diary Management	<ul style="list-style-type: none"> Maintain client files, case notes and risk management documentation as per organisational policy and procedure. Maintain the client information system to enable effective and informed client bookings.

Supervision and Professional Development	<ul style="list-style-type: none"> • Demonstrate ongoing commitment to participation in supervision and professional development as per organisational policy and procedure. • Be receptive to feedback and apply reflective practice to improve professional development.
Administration and Planning	<ul style="list-style-type: none"> • Where directed, assist with the provision of administrative and general office duties. • Contribute to operational planning as requested by the reporting manager. • Provide regular updates and communication between Team Leader/Organisation and Steering Committee on activities, networking, fundraising, and planning around key objectives of the network/contract. • Monitoring and updating around budget for events and activities of FLPN.
Other Organisational Responsibilities	<ul style="list-style-type: none"> • Adhere to all organisational policies, procedures, standards, and practices. • Act only in ways that advances RAQ objectives, values, and reputation. • Other duties, consistent with skills and experience, as directed by the reporting manager.

Core Competencies

Business Savvy	Applies knowledge of the business and the industry to advance the organisation's goals.
Accountability	Accepts personal responsibility for actions and consequences, reflects on own performance and commits to personal and professional development.
Collaborative Relationships	Builds collaborative and constructive working relationships, working as a team to achieve goals.
Diversity & Inclusion	Interacts with all stakeholders in ways that demonstrate respect of social and cultural differences and commits to challenging attendant social inequities.
Innovation & Continuous Improvement	Applies knowledge, experience, and ideas to develop new and better ways of working, adapts to change and maintains resilience.
Professionalism	Gains the confidence and trust of others through honesty, integrity, and authenticity.

About You

To be successful in this position you will have:

	Required	Highly Desired
Qualifications	<ul style="list-style-type: none"> • Appropriate undergraduate tertiary qualifications in the social or behavioural sciences or law. 	
Experience	<ul style="list-style-type: none"> • Demonstrated ability to develop resources, information, education, and awareness programs. • Understanding of theoretical frameworks and models of adult education and community development. • Capacity to engage constructively and respectfully with individuals of diverse backgrounds and abilities to achieve high quality outcomes. 	<ul style="list-style-type: none"> • Demonstrated experience in engaging proactively with and supporting clients of diverse backgrounds (Aboriginal & Torres Strait Islander, Culturally and Linguistically Diverse, low socioeconomic status, people with

	<ul style="list-style-type: none"> • Experience with the Family Law Sector. 	<p>disabilities and people of diverse bodies, genders, and sexualities).</p> <ul style="list-style-type: none"> • Experience of Steering Committees.
Knowledge	<ul style="list-style-type: none"> • Knowledge and application of relevant legislation and regulations relating to Family Law. 	
Skills	<ul style="list-style-type: none"> • Excellent communication skills both written and verbal. • Excellent time management. • Competent in computer use (Microsoft Office, email, web-based programs) and have the ability to learn new programs and applications. 	<ul style="list-style-type: none"> • Experience in social media management.

It should be noted that Position Descriptions are under constant review and may be changed at any time.