



Women's Domestic Violence
Court Advocacy Service NSW Inc

Administration and Project Officer

Full Time

SCHADS Level 5, Pay Point 1 (\$38.78 p.h.)
to Pay Point 3 (\$40.51 p.h.) + Salary Packaging
Sydney CBD. Some travel required.

Employment period: Contract to 30 June 2020
(with possible extension subject to continued funding)

ABOUT THE POSITION

WDVCAS NSW is seeking to employ an Administration and Project Officer on a full-time basis. This position provides an opportunity to work within a representative state-wide peak body advocating for women's safety, justice and wellbeing. It would ideally suit someone passionate about gender equality who has excellent administration and project coordination skills and is interested in progressing a career in policy, advocacy and/or law reform.

There is a significant administrative component to the role. However, there will also be opportunities to be involved in legislative policy and practice reform.

The position will be multifaceted. You will be working closely with the Director, so the ability to be flexible in responding to priorities is crucial.

Activity areas will include: administrative tasks including; desktop publishing, membership administration, minute taking, and organising events. More broadly, activities will include: project work, liaising with the membership base and organisational partners, and collating feedback from the membership to inform policy.

BENEFITS

Why join WDVCAS NSW?

- WDVCAS NSW is an intersectional feminist organisation and culturally aligns to diverse feminist values and practices.
- We have a strong commitment to ongoing professional development and training.
- We offer a 35-hour full-time working week and flexible working conditions.
- Salary sacrificing available.
- Employee Assistance Program provided.
- Cultural leave entitlements.
- We welcome applicants from a diverse range of backgrounds and experience.

For more information about the position please contact Hayley Foster, Director of WDVCAS NSW on 0474 779 847 or at director@wdvcasnw.org.au

TO APPLY

Applicants are required to submit a Cover Letter, a statement responding to the Selection Criteria and their Resume to the WDVCAS Director using the subject line: **Koori Mail- Administration and Project Officer Position.**

Applications close on: Sunday, 17 February 2019.

WDVCAS NSW is committed to equal opportunity, diversity and social inclusion and encourages and welcomes applications from Aboriginal and/or Torres Strait Islander women, women from culturally and linguistically diverse backgrounds, women with lived experience of domestic and family violence, disability and women who identify as LBGTIQ.

Please note, being a woman is considered a genuine occupational qualification for this position under s 31 of the Anti-Discrimination Act 1977 (NSW). Further, applicants must have the right to live and work in Australia to be considered for this position.

WEB LINK