



HerSpace Project Management Officer

Supporting the HerSpace mental health programs team

About Us: HerSpace believes in a world where girls and women are free from sexual exploitation, a world where they can choose their own direction.

HerSpace works with women and girls who self-identify as being affected by sexual exploitation. We seek to empower them by providing holistic therapeutic support to address the emotional, psychological and physical impacts of trauma, and build pathways out of exploitation. Our model of support places these women and girls at the centre of their healing process as we believe they are the experts of their lives, needs and choices.

Job Purpose	<p>This role will be situated within the HerSpace program, and its aim is to support all practitioners involved in offering services to girls and women within HerSpace.</p> <p>HerSpace is about offering sensitive, women-centred therapeutic programs to victim-survivors of sexual exploitation. HerSpace has a vision for several interconnected programs offering holistic and long-term mental health support.</p> <p>Presently we are running HerHealing, an individual counselling support program offering trauma-informed Emotion Focused Therapy (EFT) or Art Therapy.</p> <p>We have also begun holding annual therapeutic groups, being our HerCircle program, which will be run again in early 2017.</p> <p>As Project Management Officer, you will work in collaboration with the HerSpace Manager/CEO to oversee our two current program described above.</p>
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	<p>You will also support our counsellors with any logistical and administrative tasks needed to ensure all practitioners are well supported, informed, and are following all processes, policies and procedures.</p> <p>The Project Management Officer will also support the program development, ensuring the program aligns with all industry standards of practice, ethics and legal frameworks.</p>
<p>Values</p>	<p>HerSpace is a values driven organisation, which aims to embody the following core values in all of our work, both at an organisational and individual level:</p> <ol style="list-style-type: none"> 1. We strive to search for new and innovative ways to overcome obstacles and empower action. 2. We work collaboratively and participate equally as team members wherever possible. 3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback. <p>HerSpace supports our volunteers to embody the organisation’s feminist values through the work they do. This means working in collaboration, encouraging participation and partnership, and analysing and challenging power differences due to structures such as gender, race, sexuality, disability, hierarchy and class.</p>
<p>Key Selection Criteria</p>	<p>Necessary:</p> <p>Project Management experience with exceptional organisational and time management skills</p> <p>Human Resources & or Administration expertise and experience</p> <p>Exceptional communication and people management skills</p> <p>High attention to detail</p> <ul style="list-style-type: none"> ● Excellent communication skills, including listening, responding, and written communication.

	<p><i>Preferable:</i></p> <ul style="list-style-type: none"> • Knowledge of the mental health and community services sector in Melbourne and in Australia. • • Understanding of sexual exploitation and its various forms, & or willingness to learn.
Specific Responsibilities	<ul style="list-style-type: none"> • Be a key contact person for practitioners, responding to and resolving any programmatic or technical difficulties • Support HerSpace program manager in facilitating and preparing for group supervision workshops and training sessions • Ensure all documentation for counsellors is kept up to date • Oversee the processes and procedures of file storage and management • Oversee invoicing and payment system for counsellors • Ensure all monitoring and evaluation processes are completed by counsellors, and all documentation is stored securely • Ensure all files and service user information is stored privately and confidentially by checking in with practitioners and documents regularly, and assist in developing a clear procedure for this process. • Facilitate induction processes for new practitioners
Workload (weekly hours)	1 day/ 8 hours per week.
Regular commitments (meetings etc.)	<ul style="list-style-type: none"> • Spend 1 day a fortnight or month in the HerSpace office in Hawthorn at minimum (rest of work can be completed satellite fashion) • Fortnightly- monthly meetings with HerSpace program Manager/CEO • Quarterly 2-3 hour workshops with HerSpace counselling team • Respond to emails and phone calls/texts within 2-3 business days

	<ul style="list-style-type: none"> One on one meetings and phone calls with counsellor's as needed
Internal and External liaison	<p>Internal</p> <ul style="list-style-type: none"> Counsellors HerSpace Program Manager/ CEO Learning & Effectiveness Manager Finance Manager HR Officer <p>External</p> <ul style="list-style-type: none"> Referring organisations Other stakeholders
Supervisors	Offering HR & Administrative support to counselling team
Reporting to	HerSpace Program Manager/ CEO
Duration of Position	12 month minimum, with preference for a 2-3 year long working relationship

Reviews

If successful, this position description will be reviewed at the induction stage, and signed to indicate commitment and understanding. However, during the first two months this position description is open for discussion by both parties to ensure the role is working well for all parties.

Police and Working With Children Checks

- HerSpace may offer you a volunteer role which is conditional upon our receipt of a satisfactory National Police Check.
- Additionally, all HerSpace volunteers are expected to hold a voluntary Working With Children Check.

Application Procedures

To apply for this role, follow these steps.

1. Please complete a cover letter responding to the Key Selection Criteria of the position, and send it with a copy of your CV to Emily Hanscamp at recruitment@herspace.org.au, using the job title as the subject line.
2. Please be sure to address the Key Selection Criteria in your covering letter with tangible examples of your experience

Timeframes

Interviews will be allocated within 2 weeks of closing date, interviews take 1-2 weeks, and the role will given 2 weeks following interviews. All applicants will be notified of their progress once the position has been successfully filled.