



## Research Support Officer (Volunteer)

### About Us

HerSpace's vision is a world free from sex slavery. HerSpace is an Australian not-for-profit organisation that supports women and their children involved in sex slavery. We partner with local grassroots organisations to provide holistic community development programs in education, health, psychosocial support, and human rights awareness.

<p><b>Job Purpose</b></p>	<p>The Research Support officer plays an exciting and important role within the HerSpace team. HerSpace has a commitment to all of its programs being evidence-based and best-practice. This means we want to be aware of literature, research report and program evaluations being released in our field, and we want to document this and also the results of our work.</p> <p>This is your role as Research Officer- to conduct this research, write these reports, and assist in the documentation of HerSpace program evaluations.</p>
<p><b>Characteristics Required</b></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"> <li>1. We strive to search for new and innovative ways to overcome obstacles and empower action.</li> <li>2. We work collaboratively and participate equally as team members wherever possible.</li> <li>3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback.</li> </ol> <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>

<b>Key Selection Criteria</b>	<p><b>Necessary:</b></p> <ul style="list-style-type: none"> <li>. Experience in research and conducting a literature review;</li> <li>. Research skills including interviewing, conducting surveys, and gathering case studies;</li> <li>. Strong critical report-writing skills;</li> <li>. Ability to work independently;</li> <li>. Strong organisational skills.</li> </ul> <p><b>Preferable:</b></p> <ul style="list-style-type: none"> <li>. An understanding of issues relating to sexual exploitation- including the sex trade- legal and illegal and trafficking for sexual exploitation.</li> <li>. An understanding of the mental health field, and impacts of trauma.</li> <li>. An understanding of feminist theory.</li> </ul>
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>. Write a research report about approaches to addressing mental health needs including complex trauma and PTSD affecting women victim-survivors of sexual exploitation.</li> <li>. Assist in writing HerSpace mental health program evaluations.</li> <li>. Update our Research Report on the issue of sexual exploitation in Australia with any new findings.</li> <li>. Support the production of info-graphics and executive summaries working with graphic designers.</li> </ul>
<b>Workload (hrs. per fortnight)</b>	8 hours per week.
<b>Regular commitments (meetings etc.)</b>	<ul style="list-style-type: none"> <li>. Monthly meeting with CEO/ HerSpace Program Manager at HerSpace Hawthorn office.</li> <li>. Meetings with other HerSpace team at Hawthorn office, including meeting with counselling team to conduct interviews for research/ evaluation purposes.</li> <li>. Meetings with external stakeholders as required for research purposes</li> </ul>
<b>Internal and External liaison</b>	<p><b>Internal</b> This position liaises with:</p> <ul style="list-style-type: none"> <li>. CEO/HS Program Man;</li> <li>. HS Team;</li> </ul>

	<ul style="list-style-type: none"> <li>. Counsellors for evaluation report purposes.</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>. External stakeholders</li> </ul>
<b>Supervisors</b>	<ul style="list-style-type: none"> <li>. N/A</li> </ul>
<b>Reporting to</b>	Emily Hanscamp, CEO/ HerSpace Program Manager
<b>Duration of Position</b>	Minimum of 12 months, with preference for ongoing duration

### 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](mailto: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.

**To be completed if successful in the role:**  
**ACKNOWLEDGMENT FOR RECEIPT OF AND COMMITMENT TO JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents, and commit to what it requires of me.

\_\_\_\_\_

\_\_\_\_\_ Position holder name and signature

Date

\_\_\_\_\_

\_\_\_\_\_ Supervisor name and signature

Date

\_\_\_\_\_

\_\_\_\_\_ Executive Director name and signature

Date