

Position Description

Community Educator

women's
legal
service
tasmania

POSITION DETAILS

Employment Status	Full Time
Classification	SCHADS Level 5
Reports To	Working Women's Centre Principal Solicitor
Location	Statewide

This position is advertised relying on an exception in the Anti-Discrimination Act, as a special measure. Accordingly, this position is open to women applicants only.

POSITION OBJECTIVE

Working within the Working Women's Centre, the Community Educator will have the opportunity to work closely with our legal and allied professional teams to provide integrated, trauma-informed educational programming that strengthens workplace prevention of sexual harassment and gendered violence across Tasmania through the "Leading Safe and Respectful Workspaces" program.

Under the supervision of the Working Women's Centre Principal Solicitor, the Community Educator will design, co-deliver and evaluate evidence-based educational initiatives to achieve the organisation's vision for this program is to work up to delivering between 100 and 150 workshops a year (2 to 3 sessions a week), co-facilitated with other community-based specialists on a fee for service basis.

The Community Educator will also be required to attend monthly employee team meetings and contribute to a monthly report to the Board of Management and reports to funding bodies as necessary.

Regular intrastate travel will be a part of this role in order to deliver workshops, presentations, and community education sessions across Tasmania.

A full-time employee, the normal hours of work will be 38 hours per week, between 9:00am and 5:06pm, inclusive of a 30-minute lunch break. Some evening and weekend work may be required for workshop delivery and community events. This role can be available on a part-time basis depending on the preferred candidate's availability.

Women's Legal Service Tasmania is committed to protecting children, young and vulnerable people from harm and require completion of screening checks prior to finalising employment.

KEY ROLE RESPONSIBILITIES

Educational Program Development and Delivery

- Design, develop, and deliver the "Leading Safe and Respectful Workspaces" workshop program, including 3-hour skills development workshops for managers, supervisors, team leaders, and HR professionals across Tasmanian industries.
- Co-facilitate workshops using a trauma-informed, intersectional approach, working collaboratively with legal experts to provide comprehensive prevention education.
- Create and maintain educational resources, including facilitator guides, participant workbooks, quick reference cards, and digital toolkits.
- Adapt educational content for different industries, organisational sizes and target populations, with particular focus on supporting young women, LGBTQI+ individuals, and migrant and refugee women.

Community Education and Outreach

- Plan and deliver community legal education sessions, workshops, conferences, and service promotion activities focused on workplace sexual harassment prevention and gendered violence prevention.
- Develop and implement culturally responsive educational approaches that address intersectional experiences of workplace harassment.
- Collaborate with external stakeholders, community organisations, and industry groups to embed prevention principles in workplace systems and cultures.

Evidence Based Practice and Evaluation

- Implement and evaluate educational programs using primary prevention frameworks, incorporating principles from the prevention frameworks.
- Conduct program evaluation, including immediate, short-term, and medium-term outcome assessment.
- Gather and analyse participant feedback to continuously improve educational offerings and measure behavioural change outcomes.

Organisational Responsibilities

- Carry out the responsibilities of the position in accordance with the position description, the funding requirements and the overarching vision, mission and values, policies and procedures and Strategic Plan of Women's Legal Service Tasmania.
- Collaborate with multidisciplinary teams, including financial counsellors and solicitors, to provide holistic client services. Participate in regular meetings and contribute to team knowledge sharing.
- Contribute to organisational reporting, including reports to the Board, funders and other organisations.
- As part of a dynamic but small team, be flexible and adaptable to the needs of the Working Women's Centre to support the work of the program.
- Be responsible for your own administrative work. The administration team provides some administrative support, however the nature of funding for community legal services does not enable full administrative support.
- Demonstrate the competencies of the Social, Community, Home Care and Disability Services (SCHADS) Award Level 5 in accordance with Women's Legal Service Tasmania's Core Competency Model. For reference, these competencies are listed within this document.

KEY ROLE COMPETENCIES

Universal Competencies

Collaborative Approach

- Takes time to listen to and understand the perspectives of others.
- Uses language that demonstrates respect for colleagues and stakeholders at all times.
- Helps others consider new perspectives.
- Treats constructive feedback as a developmental opportunity.
- Welcomes the opportunity to discuss competing points of view.

Diverse and Inclusive

- Displays a willingness to engage with all people in a non-judgmental or non-discriminatory way.
- Demonstrates unconditional positive regard toward internal and external stakeholders.
- Ensures own conduct aligns with the values of Women's Legal Service Tasmania.
- Identifies and challenges behaviours that contravene the values of Women's Legal Service Tasmania.

Efficient and Contemporary

- Sets priorities and monitors workflows, including establishing programs and activities.
- Sets priorities, plans, outcomes and organises their own work and that of lower classified colleagues and volunteers and establishes the most appropriate ways to deliver a program.

- Provides reports of progress of program activities including recommendations.
- Delivers a variety of appropriate outputs, demonstrating a high level of knowledge and expertise.
- Undertakes analysis and design for project development and/or complete programming in specialist areas.
- Meets commitments effectively and efficiently and delivers results on time.
- Actively completes planning, study or research for particular projects, strategies, campaigns or implementation of procedures and presentation.

Healthy Workplace

- Practices self-care for good mental health and wellbeing.
- Recognises the significance of policy and procedures that guide workplace behaviours.
- Monitor and interpret legislation, regulations and other agreements relating to occupational health and safety.
- Undertake duties that require knowledge of procedures, guidelines and/or statutory requirements relevant to the organisation.

Quality Practices

- Displays motivation to engage in quality improvement projects and processes.
- Demonstrates program effectiveness with data.
- Undertakes analysis/design for the development and maintenance of projects in specialist areas.
- Improves practices, increasing effectiveness and achieving efficiency and actively supports the application of sound quality practices.

Organisational Culture

- Actively engages in supervision and professional development opportunities.
- Establishes, builds and sustains effective relationships with colleagues and stakeholders.
- Acknowledges others' skills and expertise, encourages and contributes to the sharing of knowledge, and creates learning opportunities for others.
- Provides expert advice to colleagues classified at a lower level and to volunteers.

Client Related Competencies

Evidence Based Best Practice

- Has an understanding of trauma and its impact across the lifespan.
- Undertakes analysis/design for project development and/or complete programming in specialist areas.
- Identifies important issues for clients (eg mental, physical, social, occupational and spiritual needs) and collaborates with other staff to integrate support.
- Delivers a variety of appropriate interventions, demonstrating a high level of knowledge and expertise.
- Actively completes planning, study or research for particular projects, service design or implementation of procedures and presentation.

Client Focussed

- Establishes, builds and sustains effective relationships with clients and their supports.
- Demonstrates respect for family member and carer roles acknowledging diverse family capacities and value systems.
- Seeks feedback on client satisfaction and take remedial action, as required.
- Expresses hope and optimism, applying a strengths-based approach and valuing client and family/carer knowledge.
- Seeks to understand service needs from a client's perspective and ensure that the client's standards are met.
- Seeks to understand how the client relates to their own culture and community and, where relevant, how the client relates to the culture of their family/carers.
- Anticipates client needs and recommends potential solutions in compliance with Women's Legal Service Tasmania's regulations, rules and policies.

Knowledge and Application

- Provides care and support to clients and families within the boundaries prescribed by law and professional, national and local requirements, and codes of ethical practice.
- Participates in professional development relevant to the role and professional interests.
- Engages in reflective practice.
- Supports less experienced colleagues to develop rapport and facilitate engagement and communication with complex clients and families/carers.
- Guides less experienced colleagues in assessing for and responding to risk.

- Demonstrates an extensive knowledge of resources and services for information and referral of clients and families/carers.

Outcome Evaluation

- Invites and involves clients and families/carers in providing feedback on services and in service planning.
- Demonstrates program effectiveness with data.

Leadership Competencies

Supporting and Collaborating

- Encourages and values input from others.
- Creates an environment of trust and open communication.
- Provides supervision to assigned staff.
- Actively builds cooperation between staff.

Critically Evaluating

- Is sought out by others for advice and solutions on how to best interpret and use information.
- Establishes clear goals and outcomes for a work area.
- Provides reports on progress of program activities, including recommendations.

Achieving Results

- Sets priorities and monitors workflow in specific area.
- Undertakes responsibility for a project or activity, including planning, coordination, implementation and administration.

Leading and Deciding

- Provides expert advice to team members and management.
- Actively leads others in achieving outcomes.
- Operates as a specialist in a relevant discipline, making decisions in line with allocated delegations.

Strategic Thinking

- Displays high level knowledge of the role of Women's Legal Service Tasmania, its structure and services.

Managing Resources

- Looks for better ways to perform routine aspects of job or assignments.
- Puts things in sequential and/or logical order for preparation for accomplishing a goal.
- Identifies emerging risks and takes action to address.

SELECTION CRITERIA TO BE ADDRESSED IN AN APPLICATION

Essential

1. Educational expertise and program development experience with demonstrated ability to design, deliver and evaluate educational programs for adult learners. This includes experience in curriculum development, facilitation skills and the capacity to adapt content for diverse audiences and learning styles.
2. Knowledge and understanding of gendered violence prevention frameworks including primary prevention principles, trauma-informed practice and intersectional approaches to addressing workplace sexual harassment, experience working with marginalised communities and understanding power dynamics in workplace settings.
3. Excellent verbal communication and group facilitation skills, with the ability to engage effectively with diverse groups, manage challenging conversations, and create psychologically safe learning environments. Demonstrated ability to co-facilitate with legal professionals and work collaboratively within interdisciplinary teams.
4. Demonstrated ability to apply evidence-based approaches in educational program design, including knowledge of adult learning theory, behavioural science principles, and program evaluation methodologies, and experience in measuring learning outcomes and program effectiveness.

5. Ability to work within and positively advance the mission and values of Women's Legal Service Tasmania, including a commitment to social justice, gender equity, and the empowerment of women, with an ability to drive innovation and continuous improvement in prevention education.
6. High level computer and system skills, including Microsoft Office suite, word processing, spreadsheets, databases, email and calendars, with competence in macOS preferred. Experience in podcast production, video editing or online learning platforms will be an advantage.
7. Hold a current Tasmanian Working with Vulnerable People (WWVP) Employment registration, and current and clear National Police Check (no more than twelve months old).

Desirable

1. Relevant tertiary qualifications in education, social work, psychology, public health or a related field, with particular interest in adult education, community development or prevention specialisation.
2. Experience in workplace training and development, particularly in areas of workplace culture, diversity and inclusion or occupational health and safety, with an understanding of workplace dynamics and organisational change processes.
3. Some knowledge of the legal profession and legal office operations and environments, as well as a demonstrated commitment to the principles of social justice, and familiarity and understanding of the role and challenges faced by the community services sector.
4. Current First Aid Certificate.
5. Full driver's license.
6. Prepared to travel intrastate as required for program delivery.