

POSITION DESCRIPTION

DOMESTIC FAMILY AND SEXUAL VIOLENCE SECTOR CAPACITY BUILDING PROJECT WORKER



Date: May 2025

Position Title:
Conditions of Employment: Tenants Queensland Ltd. Agreement 2023-2026
Classification: <i>Level 4</i> of the TQ Enterprise Agreement
Status: Fixed term to 30 December 2026 (with possibility of an extension)
Working Hours: Part-time – 22.8 Hours per week, 9 – 5pm, 3 Days per week
Location: Brisbane and work from other sites as needed
Reports to: Principal Solicitor
Direct reports: Nil
Accountability: All staff are accountable to the Chief Executive Officer and ultimately to the governance board. This position is accountable to the TQ Principal Solicitor for all staffing matters including performance appraisals.
Key relationships: DFV Sector Capacity Building Project Worker
About Tenants Queensland: TQ was established in 1986 and seeks to represent the interests of all Queenslanders who rent their home including those living in marginal tenures such as caravan parks and rooming accommodation. We pride ourselves in providing specialist advisory services to renters, advocating on behalf of them, and securing improvements to Queensland's residential tenancy laws.
Purpose of the Position: To build on capability building activities for domestic, family and sexual violence (DFSV) and related services, to assist them to support and advocate for DFSV victims affected by tenancy issues.
Position Reviewed and Approved: May 2025
Key Accountabilities: <ul style="list-style-type: none">• Identify opportunities to maintain and expand engagement with DFSV and related services.• Deliver Helpdesk Service that are accurate and correct• Work with the DFSV Project worker in planning and providing training on DFSV tenancy issues

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- Assist in maintaining DFSV tenancy resources and the Toolkit and identify needs for further information resources
- Ensure all data entry requirements are met in relation to the role.
- Support the DFSV Project Worker and Principal Solicitor in meeting service delivery targets and reporting milestones.

Specific Duties:

- Support the development of the Stakeholder Engagement Plan and assist the Project Worker to engage an expanded range of services including Aboriginal and Torres Strait Islander DFSV Sector, services in regional Queensland and multicultural services.
- Inform services about the Project and promote engagement in Project services such as training, helpdesk services, resources, and publications.
- Provide Helpdesk service for DFSV and related workers to have specialised tenancy advice so that workers are better able to assist their clients.
- Plan and deliver training for DFSV and related services to improve their ability to assist clients experiencing violence.
- Identify emerging information needs and assist in developing resources to meet stakeholder needs.
- Maintain contact lists and network resources to ensure currency and relevancy to the project.
- Enter data regarding project delivery and collect data to assist with project evaluation and reporting outcomes.
- Support the successful achievement of all project deliverables and required timeframes
- Other duties as directed from time to time
- Undertake administrative duties associated with the performance of the position's specific duties

Core Capabilities:

- A commitment to the principles of social justice.
- Ability to work independently and as a member of a team.
- Well-developed interpersonal and communication skills.
- Ability to organise and prioritise tasks and complete work within designated time frames.
- Ability to relate to people from different cultural and socio-economic backgrounds.
- Ability to network with and relate to people with Aboriginal and Torres Strait Islander heritage.
- Data entry skills
- High level of computer literacy

Essential Requirements:

Understanding or demonstrated ability to rapidly acquire knowledge of:

- Queensland residential tenancy laws
- Housing policy issues
- Sector specific issues
- The DFSV sector
- Queensland Driver's license

Desirable:

Qualifications and experience in Social Work, Community Education, Network development or Human Services or other related areas.

- Ability to travel if needed

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Acknowledgment for receipt of position description

I have received, reviewed, and fully understand the position description. I also understand I am responsible for the satisfactory execution of the essential functions described therein.

I further understand future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this position description to the satisfaction of Tenants Queensland.

I have discussed any questions I may have had about this position description prior to signing this form and am satisfied with the responses.

Employee name (please print) _____

Employee signature _____ Date _____

Manager's name (please print) _____

Manager's signature _____ Date _____