



Information for Applicants

Position:	Safer Futures – Men's Behaviour Change Program Coordinator
Employment Basis:	Permanent Part-time
Ordinary Hours:	Up to 28 hours per week, to be worked weekdays, days and times of work negotiable.
AWARD:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Social and Community Services Employee - Level 6
Rate of Pay:	\$55.72- \$58.19 (depending on level of experience applicable to the role)

If selected for an interview, applicants must be available to attend on **8 December 2025**.

Applications must be received by **5pm on 1 December 2025**. Late applications will not be considered.

To apply, please provide:

- a cover letter, addressing all of the "selection criteria" outlined at the end of the attached Position Description;
- an up-to-date resume;
- contact details for two recent employment referees, one from a current or previous supervisor;
- your NSW Working With Children Check number and date of birth (for verification purposes);
- a recent Criminal Record Check if available.

Email your Application to employment@warrina.org.au with the subject heading 'Operations Manager'.



Position Description

Position:	Safer Futures Men's Behaviour Change Program Coordinator
Reports to:	Operations Manager
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Social and Community Services Employee; Level 6
Hours of Work:	As per the Contract of Employment

Position Context:

Warrina Domestic & Family Violence Specialist Services Co-operative Ltd (Warrina) is a not-for-profit organisation providing a range of support services that aim to reduce the incidence and impacts of domestic and family violence on women and children.

Safer Futures is a DCJ accredited Men's Behaviour Change Program that works with men who have used violence in their past or present relationships to reduce re-offending and address their use of violence. Safer Futures is a 20-session program which includes individual and group sessions. The program is supported by the Women and Children's Advocate who provides a voice to the stories and experiences of family members impacted by a man's choice to use violence against them.

Warrina also manages the *Coffs Harbour, Bellingen and Nambucca Homelessness Support Service for Women* - a Specialist Homelessness Service incorporating the Women and Children's Refuge and outreach services; the *North Coast Women's Domestic Violence Court Advocacy Service*, covering Bellingen, Coffs Harbour, Maclean and Grafton Local Courts, and including the Local Co-ordination Point for the Coffs-Clarence Local Area Command; and the *Staying Home Leaving Violence* program in Coffs Harbour.

Purpose and Function:

Safer Futures is a targeted program for men who have used domestic or family violence in their present or past relationships and want to explore this, take responsibility, and change their behaviours. The program will support these men to seek ways to change their behaviour and keep women and children safe in the process.

The aim of the Safer Futures program is to provide confidential, culturally and individually sensitive support services that:

- Hold perpetrators accountable;
- Reduce re-offending by program participants;
- Provide pathways for women and children impacted by violence to access the support they need and to have their voice and experiences heard.

The Safer Futures Program Coordinator is responsible for ensuring the program is effectively providing services to men in the Coffs Harbour LGA who are engaged in this program.

All staff are required to work collaboratively and within a feminist framework. This position requires an understanding of the gendered nature of domestic and family violence and the impact of exposure to domestic and family violence on children.

Core Responsibilities:

- Co-ordinate the day-to-day operations of the service, and assist Management with service planning and evaluation;
- Co-ordinate staff supervision, appraisal and development activities for the team;
- Co-ordinate the delivery of services to a caseload of clients with complex needs;
- Develop and maintain links with relevant service providers and the community;

- Facilitate and oversee the delivery of the Men's Behaviour Change Program Group meetings at varying times of the day, and/or evening.
- Practice in a manner that upholds the principles of the NSW MBCP Practice Standards and Compliance Framework, along with the NSW Risk, Safety and Support Framework (RSSF).
- Manage the administrative requirements of the service.

Service Delivery

- Ensure the effective and efficient running of the service on a day-to-day basis;
- Co-ordinate service activities in accordance with agreed strategies;
- Assess referrals and ensure client intake assessments are completed in a timely fashion
- Ensure any child protection concerns or disclosures are reported as soon as possible to the child protection helpline and support staff to understand and adhere to their responsibilities on this.
- Ensure the program is delivered in accordance with the NSW MBCP Practice Standards and Compliance Framework, including implementing the NSW Risk, Safety and Support Framework as the primary risk assessment and risk management tool.
- Work with Management and the team to develop, implement and improve systems and processes for the delivery of client-centred services;
- Prepare reports as required by the Operations Manager, CEO, Board of Directors and funding agreement.

Community Engagement

- Facilitate and maintain links with key government and non-government organisations and networks relevant to maximising outcomes for clients;
- Initiate and participate in service co-ordination activities with other agencies to maximise the service options and outcomes for clients;
- Collaborate with sector stakeholders to create positive change for women and children;
- Represent the service at relevant meetings, forums and seminars as requested by the Operations Manager.
- Promote the importance of the existence of Men's Behaviour Change as part of an integrated service response to reducing DFV within the community.

Office Management and Administration

- Utilise all data and record keeping systems effectively and accurately;
- Approve expenditure according to organisational policy. Submit accounts to the Financial Administrator in a timely fashion;
- Conduct routine risk assessments. Regularly and frequently review the work environment, identify and address any apparent safety issues.

Work Health and Safety and Wellbeing Leadership

- Provide leadership, oversight, and continuous improvement of Work Health and Safety (WHS) practices, including psychosocial risk management, to ensure a safe, supportive, and compliant working environment for all team members.
- Promote a culture of wellbeing, psychological safety, and proactive risk management across the program.
- Ensure compliance with WHS legislation, policies, and procedures.
- Lead implementation of strategies to promote psychosocial wellbeing and prevent harm.
- Monitor and manage WHS risks, including psychological hazards (e.g., workload, stress, conflict).
- Foster a culture of safety, wellbeing, and accountability within the team.
- Provide guidance and support to managers and staff regarding WHS and wellbeing responsibilities.

General Responsibilities:

- Maintain an understanding of relevant legislation, funding guidelines and policies, including those relating to domestic and family violence, child protection, and privacy. Maintain familiarity with current policies, guidelines, research, and other resources, as they relate to the service;
- Comply with organisational policies and procedures;

- Prioritise workload and meet deadlines;
- Monitor and actively manage work and personal stress, to promote personal well-being in the workplace;
- Proactively engage in supervision and performance appraisals;
- Participate in staff meetings and staff development activities;
- Communicate effectively with other staff, clients, management, other service providers and the community;
- Produce reports and documents as directed;
- Other duties consistent with the position, as required by the CEO or Operations Manager.

Key Accountabilities:

- Demonstrate skills in Men's Behaviour Change Practice in line with the NSW MBC Practice Standards.
- Demonstrate self-direction and initiative;
- Model professional boundaries and ethical standards in interactions with clients, staff and service providers;
- Engage with men and women from diverse backgrounds and their communities.

Organisational Relationships:

- Board of Directors of Warrina;
- CEO of Warrina;
- Operations Manager;
- Safer Futures Coordinator;
- Other Safer Futures staff, including co-facilitators and observers in the group space.
- Women and Children's Advocate
- Other staff of the organisation.

Other Relationships:

- Clients of Safer Futures;
- Other service providers;
- Men's Behaviour Change Network;
- Funding body.

Physical Demands and Work Environment:

- Due to the nature of the service, there is an inherent risk of violence in the work environment. Organisational policies and procedures are in place to manage the risk to workers and clients.
- The position may require travel between the office and other locations on as a normal part of duties.
- Due to the nature of the service and the responsibilities of the role, work must be performed on-site. This position is not suitable for remote work.

Conditions of Employment:

The conditions of employment are those that apply under the Social, Community, Home Care and Disability Services Award 2010, the National Employment Standards, and the Contract of Employment.

Selection Criteria:

Essential Criteria

- Minimum of 5 years' experience working in relevant fields and tertiary qualifications in community welfare/social science;
- Demonstrated leadership and management skills;
- Thorough working knowledge and understanding of the issues impacting on women and children experiencing domestic and family violence;
- Demonstrated skills in crisis counselling, early intervention and prevention, case management and advocacy;
- Demonstrated ability to model professional boundaries and interactions with clients, staff and service providers;
- Demonstrated ability to engage with women and men from diverse backgrounds and their communities;
- Understanding of child protection legislation and experience in mandatory reporting;
- Working knowledge of the community sector and referring agencies;
- Understanding of compliance requirements with funding agreements and legislation;
- Ability to deliver services in accordance with organisational policies and procedures;
- Knowledge and understanding of privacy and confidentiality issues;
- Excellent written and oral communication skills;
- Good understanding of computers and information technology;
- Current Working with Children Check and ability to pass Criminal Record Check;
- Current NSW driver's licence.

Desirable Criteria

- Graduate Certificate in Men's Behaviour Change or an equivalent accredited program, or a willingness to complete a Graduate Certificate in Men's Behaviour Change or equivalent accredited program as part of the role.
- Prior completion of or capacity to undertake the *MB702 – Essential Skills in MBC Programs (or equivalent) within the first 3-6 months of employment.*
- Previous experience or knowledge of delivering Men's Behaviour Change programs and/or previous experience facilitating group-based interventions to complex clients.

Employee Name		Signature & Date	
Supervisor Name		Signature & Date	