



JOB DESCRIPTION FORM		
POSITION DETAILS		
POSITION TITLE:	Project Officer, Respectful Relationships	
LOCATION:	31 Archer St, Carlisle WA 6101	
EBA:	Starick Services Incorporated Collective Enterprise Agreement 2016	
EMPLOYMENT STATUS:	Part Time 60 hours per fortnight	
Award Classification:	Social, Community, Home Care and Disability Services Award Level 5.1	
REPORTING RELATIONSHIPS		
Position Reports To:	Program Manager, Respectful Relationships	
Positions Reporting to this Position:	NIL	
PURPOSE		
Overview Starick is an innovative, client focused organisation working across the continuum of prevention, early intervention, crisis intervention and recovery to address the impacts of family and domestic violence and to create safer communities. Starick's operating frameworks are: • Family and domestic violence informed • Safe and Together • Trauma informed • Response based • Strengths based • Culturally sensitive • Client focused. Starick is committed to ensuring a child safe environment and work practices. Starick is implementing two Respectful Relationships Programs in WA to create cultures of respect and prevent gender-based violence: - The Respectful Relationships Teaching Support Program (RRTSP) for primary and secondary schools across Western Australia (WA), including regional and remote schools. The program uses a whole-of-school approach to support staff to deliver appropriate respectful relationships material in the school curriculum and the broader school environment. It aims to give school staff the skills to support students to build relationships that are non-violent, equal, mutually respectful and trusting. - The Respectful Relationships Sport and Recreation Program which will develop and deliver a bespoke Respectful Relationships program for sport and recreation clubs and organisations. The program will be evidence-based, replicable and sustainable. It will be delivered to sport and recreation clubs, organisations and local governments in WA to build their capacity and capability to address issues surrounding gender-based inequalities and violence within their sporting and recreational environments.		

Position Information

Starick is responsible for the development and production of respectful relationships resource and training materials for WA including adaption of existing materials and resources to the WA context, provision of training to schools and sporting organisations, provision of localised support, project data and information, and reporting and project evaluation.

Project Officers are responsible for:

- Liaison with key stakeholders including the Department of Communities, Department of Education and the Department of Cultural Industries, Sport and Tourism regarding the program's processes and outcomes.
- Connecting with schools, and sporting and recreation organisations enrolled in the programs to provide first point of contact as well as supporting them with all aspects of the program.
- Development of resource and training materials to ensure relevance to local contexts.
- Connecting with local domestic violence resources in areas where training is to occur and facilitating contact with local services.
- Practical organisation of local training sessions, forums and other meetings, including providing domestic violence specific input at training sessions.
- Proactively engaging with schools, and sporting and recreation organisations enrolled in the programs to assist them in developing and implementing their individual respectful relationships implementation plans.
- Collecting, monitoring and reviewing local data as appropriate.
- Initiating and coordinating key stakeholder networking.
- Preparing reports and drafting routine correspondence.
- Preparation and distribution of agendas, attend meetings, prepare minutes and provide follow up support for meetings.
- Support to schools, and sporting and recreation organisations in relation to de-briefing for staff and responding appropriately to disclosures of domestic and family violence.
- Attending events that promote respectful relationships initiatives delivered by sporting organisations.
- Occasional weekend and evening work required.
- Other duties as required.

COMPETENCY PROFILE

Knowledge

- Understanding of gender-based violence.
- Knowledge of family and domestic violence issues and relevant services.
- Knowledge of prevention strategies and approaches relevant to family and domestic violence.

Skills

- Organisational skills and ability to multi-task.
- Good presentation and facilitation skills.
- Well-developed interpersonal skills, including the ability to relate effectively to a range of staff in government and non-government organisations and build relationships with key stakeholders.
- Well-developed oral and written communication skills.
- Good attention to detail, and ability to meet deadlines and anticipate requirements ahead of time.
- Ability to exercise discretion when dealing with confidential information and sensitive issues.
- Proficient with IT applications, including Outlook, Word, Excel and PowerPoint.



SELECTION CRITERIA

Essential

- Knowledge and understanding of family and domestic violence and the gendered drivers of violence.
- Knowledge of primary prevention strategies and approaches relevant to family and domestic violence.
- Experience in organising and facilitating training sessions, workshops and forums.
- Well-developed interpersonal skills, and experience in successfully working with a range of stakeholders.
- Well-developed oral and written communication skills.

Desirable

- Development of adult learning resources including tailoring to meet local and cultural contexts.
- General knowledge of the Western Australian schooling, and/or sport and recreation sectors.

REQUIREMENTS

- A national police clearance
- A Working with Children Card
- A current WA Drivers Licence

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities, competencies and other requirements of the position.

CHIEF EXECUTIVE OFFICER:

Robyn King

DATE: 15/06/2026



As position holder I have noted the statement of the responsibilities, competencies and other requirements as detailed in this document.

POSITION HOLDER:

NAME:

SIGNATURE: _____

DATE: