



## **POSITION DESCRIPTION**

### **Family Violence Intervention Network Co-ordinator (VIN)**

**RESPONSIBLE TO:** Reference Group Whanganui Family Violence Intervention Network (VIN)

**HOURS:** 20 - 25 hours per week

**FUNCTIONAL RELATIONSHIPS:** Chief Executive Officer Jigsaw Whanganui (host agency)  
Member Agencies of VIN

#### **PRIMARY OBJECTIVES:**

1. To support and maintain an active and engaged network of VIN member agencies
2. To increase capability across the VIN network members and other agencies and institutions in recognising and responding to family harm
3. To contribute to a well-informed community regarding family violence – building on prevention, early intervention and where and how to access help

#### **KEY TASKS AND RESPONSIBILITIES:**

##### **1. Ensure an active and engaged network of agencies**

- Actively promote the VIN kaupapa and principles among member agencies
- Assess potential new network members match with the VIN kaupapa, and make recommendations to the Reference Group re membership
- Implement and monitor the Network's strategic plan in alignment with agreed priorities.
- Prepare and present monthly reports to the Network's Reference Group.
- Meet monthly with VIN Reference group to develop and review action plan
- Coordinate regular, purposeful Network meetings

- Facilitate engagement and collaboration across member organisations through:
  - action groups and other practical means to address key issues or projects identified by the Network
  - information sharing and linkages across the network including compilation of an electronic directory identifying key roles and resources of VIN member agencies

## **2. Facilitate increased capability across the VIN network and other agencies in recognising and responding to family harm**

- Identify opportunities for improvement, collaboration, and innovation in family violence prevention and intervention.
- In liaison with the Reference group arrange appropriate training opportunities for network members and wider community

## **3. Promote a well-informed community regarding family harm**

- Plan, manage and deliver key projects, events, and initiatives that strengthen community responses to family violence
- Utilise various media and channels to communicate key information and resources regarding family harm across various community audiences
- Liaise with key sectors, institutions, communities, neighbourhoods and groups wanting to better recognise and respond to family harm

## **4. Professional excellence**

- Uphold the VIN kaupapa and principles at all times
- Ensure up-to-date knowledge of the family violence sector, emerging trends, and best practices
- Provide comprehensive and timely reports to funders