



## POSITION DESCRIPTION

Position Title:	Prevention Activities Officer
Remuneration:	SCHADS Award (MA000100) Level 4
Type of Position:	Full time
Purpose of the Role:	Coordinate the effective implementation of crime prevention activities and messaging

### Organisational Environment:

Victims of Crime NT Inc. (VoCNT) is a community organisation, established in 1995 to support victims across the Northern Territory who are affected by crime. Our aim is to assist people to recover, restore and grow through the provision of a range of practical and emotional support services, and prevention activities. VoCNT advocates for and promotes public and government awareness of the needs, rights, and interests of victims of crime.

Victims of Crime NT operates in accordance with its mission and vision statements, organisational values, and policy framework. Our team commits to a Code of Conduct, Privacy and Confidentiality requirements, and actively participates in organisational planning and development. VoCNT has offices in Darwin and Alice Springs, and regularly visits Tennant Creek, Katherine and Nhulunbuy to deliver services. Our work in remote communities is ongoing and is planned and prioritised annually. Some travel to regional and remote communities may be required.

The Prevention Activities Coordinator reports to the Property Crime Programs Manager. This position is based at the VoCNT Darwin/Alice Springs office.

The organisation is committed to reconciliation and is about to begin our second *Innovate* Reconciliation Action Plan. We understand the intergenerational impacts that colonisation has had on First Nations people and recognise their over representation within the criminal justice system. We are striving to provide culturally appropriate services to support First Nations people in their experiences of criminal victimisation.

VoCNT promotes a supportive, collaborative, and accountable team environment and is committed to the development of our staff. We have a life-long learning and continuous improvement philosophy, and all staff have a learning and development plan. Flexible workplace practices are in place where possible to support our workforce.



## Victims of Crime NT

VoCNT is an inclusive organisation and supports victims of crime across the diversity spectrum within the Northern Territory. We believe our employees should emulate the diversity within our communities.

VoCNT adopts the Sanctuary model for the whole of the organisation. Sanctuary helps us to build a trauma informed community that acknowledges adversity as a human experience, and creates safety for healing, recovery, and growth to occur. VoCNT is working towards accreditation as the first Sanctuary provider in the NT. Our 8 Sanctuary commitments provide the backdrop for this approach:



### Key Responsibilities:

- Develop key messages and resources to promote VoCNT's commitment to crime prevention
- Coordinate a calendar of personal safety workshops/sessions
- Provide operational support for VoCNT's Property Crime programs



## Victims of Crime NT

- Maintain a continuous effort to implement the Sanctuary model into daily practice

### Duties:

- Build and maintain relationships with key agencies working in the prevention space eg. NT Police Territory Community Safety initiative, Neighbourhood Watch NT
- Maintain relationships with partners and contractors for the continued provision of personal safety workshops.
- Plan an annual schedule of personal safety opportunities in line with approved budget, including travel
- Coordinate workshop logistics and attend workshops as a VoCNT representative
- Develop and disseminate informative resources that are preventative in nature
- Develop social media and web content to promote prevention activities
- Train and maintain accreditation in the use of *Crime Prevention Through Environmental Design* principles
- Conduct home security assessments on residences and provide a timely (within 3 days) report to clients
- Promote the availability of and facilitate access to, security improvement funding where eligibility applies
- Follow procedures to arrange financial assistance for residential and business clients: ensuring eligibility, arranging quotes, contacting suppliers, following up on works completed and payments submitted to finalise and close cases.
- Conduct BizSecure audits from time to time to support security awareness and improvements for small businesses
- Enter all client statistics into the CDS database promptly and utilise the CDS dashboard daily to follow up on any outstanding work/client action to ensure cases are completed or closed within specified timeframes
- Promote the availability of other VoCNT programs to clients and make referrals when required
- Attend and represent VoCNT at promotional events/activities/agency visits to deliver service profile presentations and promote prevention activities
- Liaise with team members who share responsibility for prevention related work, to provide input, support and assistance
- Apply your knowledge of trauma theory to all interactions with clients, colleagues and external stakeholders
- Utilise the S.E.L.F (Safety, Emotions, Loss, Future) framework for problem solving, teamwork and critical thinking
- Practice the 8 Sanctuary commitments with purpose and intention
- Actively participate in the use of VoCNT's Sanctuary Toolkit to build safety, strengthen relationships, and promote growth and change

### Qualifications, Professional Memberships, Experience:

- 2 years' experience in program operations, preferably in the NFP sector
- Diploma Level qualification in Community Services, Law, Business, or related discipline.



**Victims of Crime NT**

- Willingness to undertake further training and development.

**Other Requirements:**

- Driver's license
- Ochre card and Police check

**Key Selection Criteria:**

1. Demonstrated understanding of the value of preventative programs and their effective implementation
2. Highly developed client service skills, including the ability to build safety, exercise sound judgement and maintain confidentiality
3. Ability to interact effectively and sensitively with victims of crime and people from diverse cultures
4. Well-developed time management, organisational skills, and attention to detail
5. Demonstrated proficiency in the Microsoft Office suite of programs