

POSITION DESCRIPTION



Stakeholder Engagement Coordinator

Stop It Now! Australia

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Stakeholder Engagement Coordinator
PROGRAM:	Stop It Now! Australia – Child Sexual Abuse Prevention
LOCATION:	Richmond
REPORTING RELATIONSHIPS:	This position reports directly to the Manager, Stop It Now! This position doesn't have any direct reports
EFFECTIVE DATE:	December 2025

Position Purpose

- Coordinating and maintaining Stop It Now! Australia's Stakeholder Engagement Plan to facilitate meaningful collaborative relationships to prevent child sexual abuse and develop effective referral pathways into and out of the Stop It Now! Helpline
- Work closely with the leadership team to coordinate, maintain and strengthen relationships with key child sexual abuse prevention stakeholders across all states and territories, including law enforcement, child protection, service providers, victim-survivor organisations and other NGOs and advocates.
- Coordinate collaboration with organisations and advocates representing priority groups for the service to ensure the program is accessible, safe and inclusive for; victims and survivors of child sexual abuse and their advocates, children and young people and their support networks, First Nations peoples, CALD communities, people with disability, LGBTQIA+ people, and people living in regional and remote communities

Program Purpose

Stop It Now! Australia

Stop It Now! Australia is a child sexual abuse prevention program which works with individuals concerned about their own or someone else's sexual thoughts or behaviours towards children. It was first established by a victim-survivor of child sexual abuse in the U.S. 30 years ago, and we have been delivering the service here in Australia for over three years. We have recently received federal funding to develop a larger scale Offending Prevention Service based on the Stop It Now! Australia Pilot program.

The program's key feature is an anonymous phone helpline for people who are worried about their own sexual thoughts and behaviours in relation to children, as well as professionals and family members who are concerned about the behaviour of others. The service also includes a website with advice, self-help materials and guidance to raise awareness related to child sexual abuse. Stop it Now! Australia/Offending Prevention Service is dedicated to reducing or eliminating the sexual abuse and exploitation of children and seeks to achieve this by engaging with adults who may go on to harm children, and other protective adults. While the service can be accessed anonymously, all mandatory reporting guidelines are complied with.

Stop It Now! Australia sits within the Child Sexual Abuse Prevention (CSAP) team and is part of The Men's Project.

The Men's Project

The Men's Project is an initiative of Jesuit Social Services launched in 2017. It provides leadership on the reduction of violence and other harmful behaviours prevalent among boys and men, and builds approaches to improve their wellbeing and keep families and communities safe.

Our vision is for good men, respectful relationships and safe communities.

We will achieve this by:

- research to understand the behaviours and underlying attitudes of men and boys including related to violence, child sexual abuse and the well-being of men and boys themselves.

- promoting positive change around gender norms related to what it means to be a man in the 21st century as well as building skills to intervene to prevent violence; and
- developing innovative ways to stop cycles of violence and harmful behaviour among boys and men.

Current priorities for The Men's Project include:

- drawing on our Man Box research and child sexual abuse prevalence study, building a greater understanding of perpetration including opportunities for prevention and early intervention;
- supporting people who work with men and boys every day (e.g. teachers, sports coaches, social workers) to prevent violence and improve the well-being of men and boys;
- developing new early intervention approaches with adolescents at-risk of using violence;
- strengthening early intervention responses for adults and young people to prevent child sexual abuse; and
- drawing on our grounded practice experience, advocating for systemic changes that seek to prevent violence and child sexual abuse.

The Men's Project builds on Jesuit Social Services' over 45 year engagement with boys and men in trouble, but it also involves us leading new work to reduce violence, to improve the wellbeing of boys and men, and to keep families and communities safe. |

Duties of the position

- Coordinate Stakeholder Engagement Plan and strategies with child sexual abuse prevention stakeholders across all states and territories in Australia. Monitor and review stakeholder engagement activities, and engage in continuous improvement with a focus on increasing awareness of Stop it Now! Australia.
- Foster collaboration and build partnerships with external organisations, community groups, and other stakeholders to support service goals and enhance impact.
- Coordinate collaboration with organisations and advocates representing priority groups to ensure the service is accessible, safe and inclusive. This may include coordinating meetings, consultation and subcontracting agreements. Priority groups include victims and survivors of child sexual abuse and their advocates, children and young people and their support networks, First Nations peoples, CALD communities, people with disability, LGBTQIA+ people, people living in regional and remote communities.
- Work with internal stakeholders across Stop It Now! Australia, CSAP team, and the organisation more generally, in relation to coordinating, maintaining and optimising stakeholder relationships.
- Use data and research to inform work to develop, review, and expand referral pathways into and out of Stop It Now! Australia. This includes exploring referral pathways via law enforcement, corrections, child protection, government entities, other helpline providers, digital marketing, CSAP industry contacts and other relevant stakeholders.
- Work with leadership to coordinate meetings and required resources for the Stop It Now! National Advisory Panel and other relevant groups as required.

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Key Selection Criteria

1. Demonstrated experience in building awareness and service demand for a helpline service OR fostering and strengthening relationships with diverse stakeholders in child sexual abuse prevention to increase service usage, including community organisations, law enforcement, government agencies, CSAP partners, and advocates, to support shared service goals and outcomes.
2. Demonstrated experience in coordinating and maintaining Stakeholder Engagement Plan(s), partnerships, or networks, ideally within human services, community, health, or social justice settings, including monitoring engagement activities and contributing to continuous improvement. This should include continuous revision of the Stakeholder Engagement Plan in response to service data such as call/contact volumes, incoming and outgoing referral pathways, and relevant industry research.
3. Demonstrated experience in managing subcontractor relationships, including performance monitoring, compliance, and alignment with organisational objectives. Demonstrated strong organisational skills, including the ability to plan, deliver, and evaluate projects within agreed timelines.
4. Demonstrated comfort and commitment to working to prevent child sexual abuse offending and/or existing relationships with one or more of the following: CSAP sector, law enforcement, child protection, corrections, health networks, justice support organisations or court networks, other helpline providers, relevant government departments, academia, or other relevant stakeholder types.
5. Experience in designing, implementing or improving strategies to build and sustain referral pathways into services including working with multiple stakeholders to ensure effective and appropriate referral processes.
6. Demonstrated experience working with, or coordinating engagement with, organisations and advocates representing one or more priority groups: victims and survivors of child sexual abuse and their advocates; children and young people and their support networks; First Nations peoples; CALD communities; people with disability; LGBTQIA+ people; people living in regional and remote communities.

Key Performance Indicators

- Achieve a quarter-on-quarter increase in total calls/contacts and website demand to Stop It Now! Australia with growth evident across at least three distinct incoming referral pathways (e.g., law enforcement, other helplines, digital).
- Deliver the Stakeholder Engagement Plan delivered on time; engagement activities tracked and reported and implement at least one data-informed improvement per quarter (based on call volume trends, referral conversion, and relevant research).
- Develop relationships with organisations representing the priority groups, maintain ongoing relationship and ensure agreed work is delivered as planned.
- Ensure referral networks into and out of the service are developed or improved, and efficacy is evaluated against the Stakeholder Engagement Plan.

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework (share services roles)

- Engage and build positive and constructive relationships with internal and external stakeholders
- Deliver services consistent with shared services guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision (shared services roles)

- Work effectively as part of a team, contributing to group outputs
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities. |

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence (desirable) |
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:
GM or ED

Position Description Review Date:
2 years from effective date

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