

Project Administration and Support Officer

Child Sexual Abuse Prevention – 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:	Project Administration and Support Officer
PROGRAM:	Child Sexual Abuse Prevention – Stop It Now! Australia
LOCATION:	Richmond
REPORTING RELATIONSHIPS:	This position reports to the Stop It Now! Manager. This position does not have any direct reports.
EFFECTIVE DATE:	October 2025

Position Purpose

- To provide administrative and project support to the Stop It Now! Australia program and its leadership team, including the Executive Director of The Men's Project.
- To coordinate or manage a variety of tasks and processes, as required. This includes drafting correspondence, reports, notes or minutes; coordinating feedback; data input; management of (digital / online) record systems; and scheduling, preparing for and supporting meetings and follow up.

Program Purpose

Offending Prevention Service/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 also 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 around child 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.

The Offending Prevention Service/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

- Provide a range of administrative and project support to the Stop It Now! Australia program and it's leadership team, including the Executive Director of The Men's Project.
- Establish and maintain appropriate and accurate (digital / online) record management systems.
- Manage shared email inboxes, respond or coordinate responses to public and partner enquiries.
- Meeting preparation and administration, including planning, scheduling, taking minutes, and coordinating follow-up.
- Support to draft and collate internal and external reports including for senior management, the Board, government (funder), evaluation provider and other key stakeholders.
- Assistance with other administrative and project support tasks and processes, as required. This includes rostering, data entry, project monitoring, collating statistics, coordination of feedback, and the distribution of collateral and communications.

Key Selection Criteria

1. Experience in project administration, project management or executive assistant role.
2. Demonstrated comfort and commitment to working with content related to the prevention of child sexual abuse
3. Strong communication skills (both written and verbal), including experience drafting correspondence, meeting minutes and reports.
4. Excellent project management and organisational skills, with the ability to establish clear processes, work independently and as part of a team, and prioritise competing tasks to meet deadlines.
5. Intermediate to advanced computer skills in Microsoft Office suite, (digital / online) record management systems, and email and calendar management. As well as an ability to learn new systems quickly.

Key Performance Indicators

- Successful completion of project support and administrative activities within agreed timelines
- Evidence of the establishment and maintenance of efficient and effective administrative and project support processes.

- Reporting, correspondence and statistical content are accurate, appropriate quality and comply with contract obligations.
- Meeting administration and followed up is actioned in a timely manner.

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