

Position Advertised



WOMEN'S REFUGE

NATIONAL COLLECTIVE OF INDEPENDENT WOMEN'S REFUGES INC.
Ngā Whare Whakaturuhau o Aotearoa

Contract Monitoring & Service Development Support (CMSDS)

Women's Refuge, National Collective of Independent Women's Refuge Incorporated (Women's Refuge NZ) is New Zealand's only national provider working to protect women and children from domestic violence. We provide immediate impact and drive long term transformative change by providing frontline support, raising awareness and educating for violence prevention, and collaborating with key partners. Our national office provides a wide range of advocacy, advisory, training, fundraising and support services to member refuges, Government, agencies and our many business partners.

Our vision is for all women and children in New Zealand/Aotearoa to live free from family and domestic violence.

About the Role

We have a vacancy for the CMSDS role, based at our national office in Wellington. This role supports the national office operations to provide services to affiliated member refuges, so that NCIWR is an effective and sustainable not-for-profit organisation working in the Family Violence Sector, New Zealand.

The purpose of the contract monitor/audit assessment is to provide NCIWR with systematic and evidence-based assurance that service standards are being met and that agreed policies and procedures are being followed.

This function will support the enablement of refuge members of NCIWR to be lead providers of Family Violence intervention and prevention services. This role audits the NCIWR membership compliance areas so that member refuges provide quality, effective, efficient services and accountability to their consumers – women and children.

This position is expected to be professional, a team player and support outcomes for both Māori and Tauīwi. This role will have regular involvement with member refuges.

Key Requirements for this role:

- Ability to travel frequently with overnight stays away from home is essential
- Ability to be non-judgmental and impartial while performing an audit function for national office is a strong requirement for this position.

Key performance areas:

- Information gathering, evaluation, interpretation
- Planning and project management skills
- Exceptional report writing skills

This is a full time position based at the National Office in Wellington. A minimum of three years experience within community development or relationship management, implementing policies and practices and/or a community audit function is desirable. It is advantageous but not essential to have relevant experience working in community development or for a not-for-profit organisation.

The successful applicant will be required to undergo reference checks and security clearance.

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To apply for this position please send us a cover letter and an application form with your CV.

Application forms and a position description are available on our website www.womensrefuge.org.nz or contact Cheryl Gibbs directly at NCIWR: 04 802 5078 or email: cheryl@refuge.org.nz to request an application form and a full job description.

Visit our website for further information about NCIWR at www.womensrefuge.org.nz

Applications for this position close at 12 noon on 8 February 2019.