



**Victorian  
Aboriginal  
Legal Service**



**South Eastern Australian  
Aboriginal Justice Services  
Limited**

## Position Description – Family Violence & Community Justice Project Officer

Position:	Family Violence and Community Justice Project Officer
Line Manger:	State-wide Community Justice Leader
Director:	State-wide Community Justice Leader
Location:	Head Office - 273 High Street, Preston, Victoria This position may require regional travel
Employment type:	Full Time Fixed term until 30 June 2021
Salary Range	\$70,000 (plus superannuation & salary sacrifice)
Identified Position:	<b>This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010.</b> <b>This employment opportunity is only available to Australian Aboriginal and Torres Strait Islander people.</b> <b>We are always actively looking for applicants from a diverse range of gender identities, sexual orientations, cultures, language groups, abilities, and experiences.</b>

### About us

We were established as a community-controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people.

#### We strive to:

- Promote social justice for Aboriginal and Torres Strait Islander peoples;
- Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture;
- Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation;
- Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and
- Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.

The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in both Victoria and Tasmania.

The Tasmanian operation was established in 2015, the Tasmanian Aboriginal Community Legal Service (TACLS), a semi-autonomous operation for Tasmania.



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We also established another semi-autonomous service in 2017, Balit Ngulu, a dedicated children and youth legal service for Aboriginal people in Victoria

### Our Values

#### Respect

We advocate for and demonstrate the right of every person to be treated with dignity and respect.

#### Culture

We remember what we are here for and how our organisation came into being and ensure we are centred within our communities.

#### Commitment

Our team is committed to improving the lives of Aboriginal people. We keep our word and stand by our commitments.

#### Self-Determination

We respect and promote the principle of self-determination in everything that we do. We will achieve change for Aboriginal communities and ensure the realisation of self-determination.

#### Independence

We are Apolitical. We are independent.

#### Integrity

We are steadfast in our adherence to our values. We take every reasonable measure to protect our clients. We offer independent, professional and high level legal representation.

#### Equality

We fight for our communities to be equal before the law and to rectify the over-representation of Aboriginal people in the justice system. VALS promotes the right to be different, free from discrimination and valued as an individual. We are an inclusive workplace that respects and protects equality.

### About the team – Legal and Client Services

This section is responsible for delivering client focussed quality services for Aboriginal Victorians in contact with the justice system. Legal and Client Services are co-located in this unit to drive an integrated, flexible and innovative approach to meeting client needs. The section liaises and networks with other Aboriginal organisations and works with stakeholders to reduce negative contact Aboriginal people have with the justice system.

In conjunction with Executive and Corporate Services this section also advocates for improved justice outcomes and prepares specialist advice on legislation change.



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## About this Position

VALS is looking for a Family Violence & Community Engagement Project Officer.

### Position Overview

This position is perfect for a creative person that has a passion for providing support to community members to navigate the legal system and identify their legal needs, create and provide educational material to members of the community through information sessions, promotional material and interactive workshops.

These events and materials that this position will create will be delivered to the Aboriginal and Non-Aboriginal community members and should be focused on providing legal knowledge and information relating around the issue of family violence and how we can create safe family and community environments. This role focuses on:

1. Designing and delivering community legal education activities tailored to victims and perpetrators of family violence on relevant areas of law such as child protection, intervention orders, family law, housing, debt etc
2. Community Development;
3. Raising awareness of the VALS's family violence related services;
4. Networking with stakeholders;
5. Crime Prevention within the community; and
6. Pro-actively working towards changing the negative existing perceptions of the Aboriginal community

### Key Duties and Responsibilities

1. Develop, deliver and maintain community legal education content within publications and other resources for Aboriginal and Torres Strait Islander communities that increase their:
  - 1.1.1. Understanding of the law and their legal rights;
  - 1.1.2. Capacity to engage with and influence the legal system;
  - 1.1.3. Awareness of free legal assistance provided by VALS.
2. Scope, test and refine new content with the needs of end users in mind, in balance with the priorities of the organisation and the needs of stakeholders
3. Research, write and edit content for community legal education print publications, digital content, reports, memos and other documents.
4. Regularly monitor, evaluate and report on community legal education publications and projects. Document and respond to key risks, issues and trends in a timely fashion
5. Support the promotion of VALS's community legal education content to internal and external stakeholders
6. Support effective project management practice and delivery. This includes demonstrating an ability to effectively operate systems and processes to support the monitoring and implementation of projects.
7. Support engagement with key stakeholders, including conducting discussions with stakeholders, the preparation of communication materials and agendas, organising meeting venues and logistics, drafting meeting summaries and facilitating follow-up action
8. Provide high-level administrative and project management support



9. Develop and maintain effective networks and relationships with a diverse range of stakeholders at all levels of government, youth community agencies and with the community to support the delivery of programs, policy, or projects
10. Other duties as directed that are not listed in the position description.

#### Personal accountability

1. Compliance with all VALS values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
2. Demonstrated commitment to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their background, ability, ethnicity, gender identity, sexual orientation or religion
3. Ensure appropriate use of resources
4. Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
5. Take reasonable care for your own health & safety, and health and safety of others (to extent required)
6. Promptly respond to and report health and safety hazards, incidents and near misses to management.
7. Attend mandatory training sessions (ie. equal employment opportunity, health and safety, cultural safety) and mandatory training specific to position.

#### Key Selection Criteria

1. Ability to work with Aboriginal and Torres Strait Islander peoples and acknowledge their diverse backgrounds, personalities and varying needs and the unique cultural ways in which they may be expressed.
2. An understanding of the legal issues faced by Victorian Aboriginal communities.
3. An in depth understanding of the relationships between the VALS, government agencies and Koori organisations.
4. Experience in creating and managing educational content, with a focus on print and digital mediums. Experience in scoping or updating content that meets the needs of end use
5. Demonstrated skills in research, writing and editing, especially in the development of plain-language education materials
6. demonstrated experience in the reporting, planning and evaluation of projects
7. Demonstrated experience in project management with the ability to produce project plans while anticipating and managing potential and emerging issues/ risks which may affect project outcomes
8. Analytical, conceptual and problem-solving skills with sound judgment and capacity to make decisions and recommendations where diverse interests need to be considered.
9. Strong interpersonal, representational and communication skills, including the ability to influence and negotiate effectively and a proven capacity to develop effective relationships with a range of stakeholders.



10. Demonstrated computer literacy skills and proficiency using the Microsoft Office and other relevant software.
11. The ability to work in a multi-skilled environment
12. Experience working in the non-profit sector.

#### Key Capabilities

1. Plans and prioritises work - manages competing demands
2. Adheres to organisation policies and procedures
3. Is approachable, accessible and responsive
4. Communicates attentively by phone
5. Uses and manages email appropriately
6. Listens attentively - shows empathy when appropriate
7. Gains insight into the client and stakeholder needs, priorities and expectations

#### Mandatory Requirements

On offer of this position, you must provide:

- a copy of your current Employee Working with Children card
- a copy of your current Victorian Driver's License
- you will be required to complete a current Criminal History Police Check
- proof of rights to work in Australia, i.e. a copy of an Australian Passport, Birth Certificate or Immigration VISA documentation

#### How to apply

Please send the below to [jobs@vals.org.au](mailto:jobs@vals.org.au)

- Resume/ CV
- Cover Letter which addresses the Key Selection Criteria
- Current or most recent salary, and salary expectations

#### Acceptance on position offer

I understand and am clear of the position expectations and requirements

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_