



Position Description

POSITION DETAILS

Job title:	Project Officer - Engaging Communities in Democracy Project
Classification level:	4
Service area:	Partnerships and Community Development
Location:	Box Hill with an initial working from home arrangement due to the current pandemic
Reports to:	Manager – Partnerships and Community Development (Inner East)
Direct reports:	N/A
Employment status:	Part-time (15 hours per week). 6 month contract All positions at the Centre are subject to the continuation of external funding.
Employment conditions:	In accordance with the Eastern Community Legal Centre Enterprise Agreement 2013-2016 and applicable legislation, and the requirements contained in the job description, each of which forms part of this contract
Probationary period:	A three-month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or ECLC within the probation period with two weeks written notice.
Travel:	The position will require attendance at alternate locations, including other ECLC offices, in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed.



EASTERN COMMUNITY LEGAL CENTRE

Vision: Human Rights | Fairness | Justice

ECLC is a multidisciplinary legal service that works to prevent problems, progress fair outcomes and support the wellbeing and resilience of communities and community members in Melbourne's East.

ECLC works with communities and community members living in Boroondara, Knox, Manningham, Maroondah, Whitehorse and Yarra Ranges.

Making the most of its abilities and the resources available, ECLC provides:

- information, advice and assistance across a range of legal and related issues
- advocacy to resolve problems at the earliest opportunity
- referrals to community agency partners
- integrated legal services, including through Health Justice Partnerships
- community development and education programs with a focus on rights, responsibilities and options
- primary prevention activities, using broad partnership approaches
- strategic advocacy to change unfair laws and improve systems and practices.

POSITION CONTEXT

The Engaging Communities in Democracy Project is a partnership project between ECLC and the Parliament of Victoria to enhance community engagement in the Eastern Metropolitan Region (EMR). The Project Officer will work directly with diverse communities in the EMR and the ECLC team to improve understanding of the parliamentary process in Victoria, encourage and support diverse communities to engage with the law making process.

The project will further develop links with the Multicultural Settlement Committee in the EMR, community agencies, indigenous and culturally and linguistically diverse (CALD) communities together with Parliament of Victoria staff, to facilitate communication and input to parliamentary processes, including participation in parliamentary inquiries.

The Project Officer will :

- support a Community Advisory Committee in the EMR;
- facilitate connection and engagement with diverse communities, including piloting a program of online engagement;
- conduct consultations with diverse communities for development of resources, including a community toolkit;
- support the trialling of a training program for grassroots community leaders.

COLLABORATES WITH

ECLC directors, management, employees and volunteers. Partner agencies.

DECISION MAKING AUTHORITY

Decision-making authority over day-to-day workflow. Strategic or program decision-making made in consultation with the Manager – Partnerships and Community Development (Inner East).



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
1.	<p>Community Development and Liaison</p> <p>1.1 Support a Community Advisory Committee</p> <ul style="list-style-type: none"> • Work collaboratively with ECLC’s community development team to support a committee of representatives from diverse communities as an advisory body, to meet regularly over the course of the project to identify community needs, provide advice on effective communication strategies to engage with their community and to facilitate engagement. • Work collaboratively with the Community Advisory Committee to develop effective strategies to reach and engage young people from CALD communities. • Work with relevant ECLC staff to collaborate with key Aboriginal Community Controlled Organisations where appropriate. <p>1.2 Connection and engagement with diverse communities</p> <ul style="list-style-type: none"> • Develop, plan, lead and deliver community based workshops and presentations on how Victoria’s democratic system of parliament works and how people can participate, in consultation with Parliament of Victoria staff. • Facilitate the involvement of diverse communities in piloting a program of online engagement with the Parliament of Victoria. <p>1.3 Consultation for development of future resources</p> <ul style="list-style-type: none"> • Feedback collected and collated from community based workshops or focus groups. • Consult CALD community members to review existing publications and resources, to assess if they are appropriate, identify gaps and need to develop new accessible publications or resources, including digital resources. • Consult with diverse communities in the development of a community toolkit. <p>1.4 Support leadership within diverse communities</p> <ul style="list-style-type: none"> • Facilitate and support the participation of grassroots community leaders, from diverse communities in the 	<p>Community Advisory Committee supported.</p> <p>Community Advisory Committee meetings organised monthly or otherwise guided by Advisory Committee during course of project</p> <p>Up to 4 workshops/ focus Groups to be presented in partnership with Parliament of Victoria.</p> <p>Community involvement in online engagement pilot facilitated.</p> <p>Community Advisory Committee consulted in the development of a community toolkit.</p> <p>Grassroots community leaders supported to participate in trial of training program.</p> <p>Collate project findings & recommendations for future partnership work. Prepare project evaluation report.</p> <p>Contribute to funding acquittal report.</p>



	EMR, in the trialling of a Parliament of Victoria training program to enhance knowledge of Parliament.	
2.	General 2.1 Participate in supervision with the Community Development Co-ordinator. 2.2 Adhere to all ECLC policy and procedures as varied from time to time	Participate in regular professional supervision. ECLC policies and procedures adhered to at all times.

CORE CAPABILITIES	
Capability	Description
Communicating with Others	<ul style="list-style-type: none"> ▪ Adopts a professional communication style that demonstrates audience understanding, using clear verbal, written and interpersonal skills in both positive and negative situations ▪ Negotiates confidently from an informed and credible position ▪ Actively listens to, considers and acknowledges differing ideas and perspectives and contributes to group discussions
Working with Others	<ul style="list-style-type: none"> ▪ Creates and maintains positive, professional and respectful working relationships and is transparent in all interactions, treating people fairly and equitably ▪ Shares information and works co-operatively to solve challenges and build supportive, collaborative and responsive relationships ▪ Recognises and reflects upon the impact of own actions/behaviours on others and uses a range of individual or organisational options to resolve interpersonal or behavioural issues ▪ Focusses on group results & celebrates teams' successes
Taking Action	<ul style="list-style-type: none"> ▪ Seeks out information from various sources and obtains relevant facts before making decisions or proposing solutions ▪ Demonstrates the ability to reach firm and clearly defined decisions, including consideration of broader context and risk, that are timely and objective ▪ Takes responsibility for own decision making within scope of authority and delegates, consults and informs appropriately ▪ Using a range of techniques, develops workable solutions to problems and challenges in collaboration with others ▪ Contributes to and participates in process improvement and new approaches/ideas



CORE CAPABILITIES

Coping with Pace, Challenges and Change

- Explores the reasons for change and is open to new and different ideas, approaches and processes and supports others in understanding change
- Shows resilience and optimism, and remains calm despite barriers or difficult circumstances
- Responds appropriately to constructive criticism and conflict situations, learning from experiences and identifying areas of self-development
- Focuses on achieving objectives even under pressure and adopts appropriate strategies to balance work and life, maintain a reasonable workload and model this for others

Leadership

- Motivates and empowers others, providing clear direction, development and coaching, and modelling behavioural standards
- Supports an organisational culture that reflects ECLC values and vision
- Values and encourages respect for diverse professional, cultural and personal experience, fostering multidisciplinary learning and practice, internally and with organisational partners
- Builds and sustains high trust relationships, fostering openness in discussions and demonstrates good emotional intelligence and self-awareness



KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

Mandatory Qualifications

- Tertiary qualifications in a relevant discipline.

Essential Knowledge & Skills

- Demonstrated ability to establish and implement specific community development projects with clear outcomes.
- Able to explore and understand the multiple dimensions of diversity and the challenges faced by migrant communities when engaging with government agencies.
- High level of written and verbal communication skills.
- Community sector awareness and liaison skills.
- High level of computer literacy.

Desirable Knowledge and Skills

- Demonstrated experience in working with diverse communities.
- Experience working with volunteers.
- Community language.
- Ability to work effectively both independently remotely and under the direction of a supervisor.
- Experience in event planning and organisation.

Personal Attributes

- Ability to contribute to a positive working environment.
- Team orientated.
- Ability to work under pressure.
- Discretion and professionalism.



MANDATORY REQUIREMENTS OF ALL EMPLOYEES

- **Commitment to ECLC Vision, Mission, Aim and Values**

Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct

ECLC Values:

Respect - appreciating diversity and treating all people with dignity

Compassion - understanding the underlying causes of disadvantage & offering support without judgment

Advocacy - providing a voice for those who cannot advocate for themselves and joining voices with those addressing injustice

Safety - assuring confidentiality for clients and being responsive to their own assessment of safety and wellbeing

Justice & human rights - showing courage in encounters with injustice, promoting equitable access to legal help, and working to empower communities

Strong governance & assurance - practicing proactive and transparent leadership and striving for continuous improvement

Resourcefulness & practicality - finding solutions through working collaboratively and generously sharing expertise

Innovation & entrepreneurship - encouraging new ideas, taking calculated risks to increase impact, and leading by example

Quality & evaluation - building evidence-based practice through a robust monitoring and evaluation culture

- **Self-Referral**

It is ECLC policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.

- **Pre-employment Verification**

Appointment may be subject to satisfactory completion of screening requirements, including but not limited to:

- provision of a current practising certificate
- a valid Employee Working With Children Check
- National Criminal History Check
- International Criminal History Check
- verification of work rights in Australia
- certified copies of qualifications

APPLICATION PROCESS

Applications including resume, cover letter and responses to the Key Selection Criteria to be submitted by midnight on Sunday, 4 October 2020 to employment@eclc.org.au
Applications must clearly address the selection criteria contained in the position description.



The recruitment process is expected to comprise two stages for short-listed applicants:

- A face-to-face interview with the selection panel; and
- Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: www.eclc.org.au

Questions: Please contact Jacinta Maloney on (03) 9957 2424