



A Community Legal Centre

A MERGER OF DAREBIN COMMUNITY LEGAL CENTRE
AND FITZROY LEGAL SERVICE

Reg No. A0105338Y
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POSITION INFORMATION: ACCESS AND INCLUSION OFFICER

The Voices for Change (VfC) is an emerging independent self-advocacy group for people with acquired brain injury who have been incarcerated. The group has recently received an ILC grant from the Commonwealth Department of Social Services for a project that will be auspiced through the Fitzroy Legal Service.

The Fitzroy Legal Service is an amalgamation of the Darebin Community Legal Centre and Fitzroy Legal Service, which took effect on 1 February 2019. The amalgamated entity draws on the significant histories and legal assistance services provided by the Darebin Community Legal Centre (established in 1988) and the Fitzroy Legal Service (established in 1972). We work towards a fairer and more just Victorian community, one in which the legal and broader social system supports equality and justice. Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne. For further information please visit our website www.fitzroy-legal.org.au.

Our Values:

- Integrity
- Courage & Passion
- Empowerment & Advocacy
- Connected to Community

POSITION OUTLINE

Classification and conditions	The terms and conditions of employment are set out in the <i>Community Legal Centres 2006-2009 Multiple Business Agreement (MBA)</i> and Fitzroy Legal Service policies. This position is classified at Level 4 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award All positions at Fitzroy Legal Service are subject to the continuation of external funding. The position is offered as a part-time (22.8 hours per week) position.
Duration	Until June 2022
Location	This position can be based at the Reservoir or Fitzroy office and will involve travel to the other office and offsite as required
Responsible to	VfC Project Coordinator
Direct Report/s	Nil
How to apply	Candidates are requested to email the following as one PDF document: <ul style="list-style-type: none">• A covering letter, no longer than two pages, and which addresses the key selection criteria; and

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| | <ul style="list-style-type: none">• A resume which includes details of education, work and volunteer experience. |
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Applications should be addressed to Jen Black, Principal Lawyer Legal Practice and emailed as soon as possible but no later than 5pm Friday 15th January 2021 to jblack@fls.org.au. Enquiries can be made to Jen Black via email jblack@fls.org.au.

ABOUT VOICES FOR CHANGE

The Voices for Change are an emerging Self-Advocacy group for people with Acquired Brain Injury (ABI) who have been incarcerated. The group is focused on using their voice to reduce the number of people with ABI getting involved in the criminal justice system; to help people with ABI have the skills and confidence they need to raise their voices and concerns; and to support people with ABI to talk about issues that matter to them to make change.

The group formed in 2019 and works to:

- Be a voice for people with an ABI who have been incarcerated;
- Make sure that the needs and rights of people with ABI and other disabilities are known, understood and upheld throughout all parts of the criminal justice system;
- Build awareness of the needs of people with ABI through health and community organisations;
- Help people with ABI know their rights, and have the skills and confidence they need to speak up and have their voices heard and respected;
- Work with the justice system to improve safety and awareness of the needs of people with ABI in the community;
- Be a safe and non-judgemental place for people with ABI and criminal justice experience.

In 2019, group members completed Voices for Justice training with Victoria's Self-Advocacy Resource Unit (SARU). This training was developed by SARU with support from the Centre for Innovative Justice at RMIT University (CIJ) to develop skills among people with cognitive disability and lived experience of the criminal justice system to understand their rights and build their confidence to have their voices heard. At the completion of the training, graduates joined together to form Voices for Change.

The group is currently made up of 6 members with diverse experiences and support needs. They share in common ABI and past experiences of the justice system and have all at times had diverse and complex support needs. As an emerging self-advocacy group, Voices for Change is beginning to understand the best way to support members to develop and lead the group.

POSITION SUMMARY

The Access and Inclusion Officer will work with the Project Coordinator to support Voices for Change to implement an ILC project funded by the Commonwealth Department of Social Services to build the group's organisational capacity. This project will allow Voices for Change to develop and strengthen strategies to up-skill the organisation to function more effectively.

As Access and Inclusion Officer, you will strengthen the capacity of group members to lead the group while providing a strong system of support that allows the group to set its own capacity-building pace. Supporting the group to grow at its own pace is vital to group sustainability as people from this cohort often experience very complex life circumstances and are vulnerable to becoming overwhelmed if insufficient supports are in place. This up-skilling and support will enable the organisation to function effectively and sustainably.

The ILC project will also support Voices for Change to build relationships with a wide variety of stakeholders involved in the criminal justice system and support members to engage in consultation, training and community engagement opportunities as they arise. The Access and Inclusion Officer will support members to engage in

opportunities through preparation and de-briefing activities, reminders, note taking and advocating for accessible meeting practices.

The Access and Inclusion Officer will ensure that meeting agendas, minutes and relevant documents and information are in accessible formats and support members to have full understanding and be engaged in project deliverables, processes, decision making and outcomes.

KEY DUTIES AND RESPONSIBILITIES

Project Deliverables

The Access and Inclusion Officer will work with the Project Coordinator and Group Members to ensure the day-to-day delivery of the Voices for Change capacity building project. You will be part of acquitting the project in line with the groups wishes, the Auspice Agreement with Fitzroy Legal Service and the grant agreement with the Commonwealth government.

Activities will include supporting the Voices for Change members to acquit key grant requirements including:

- Project planning, delivery and evaluation;
- Resource development;
- Supporting events and meetings;
- Attracting new members including the development and implementation of a new member plan and event;
- Building the group's relationships with other justice system, health and disability service providers; and
- Ensuring all information, resources, meetings and events are accessible and led by the group.

Regular group meetings

Voices for Change meet regularly to facilitate discussion and learning between members on their self-advocacy, disability access and community participation experiences. As Access and Inclusion Officer, you will support members to attend regular meetings, provide IT support for online events, support group members understanding of information and ensure meetings, events and group communication is accessible and inclusive.

Stakeholder Engagement

As an emerging self-advocacy group, Voices for Change are developing relationships with key justice system, health and disability sector organisations. As Access and Inclusion Officer, you will be responsible for supporting these stakeholder relationships, as well as supporting group members to engage in activities relevant to the group.

Capacity Building

In supporting the group to acquit the project, you will work with the group to build their skills and manage the group dynamic. This will include working closely with group member's support workers and other employees of the grant to ensure an accessible, inclusive and safe group environment.

KEY SELECTION CRITERIA

Essential Knowledge and Skills

- A responsive and open-minded approach to advocacy with an ability to ensure an accessible, inclusive and safe group environment;
- Demonstrated experience:
 - Accessible communication
 - Stakeholder engagement
 - Working with people with cognitive disability

- An understanding of the overrepresentation and experiences of people with disability who have been incarcerated;
- A commitment to and understanding of human rights including the UN Convention on the Rights of Persons with Disability;
- Knowledge of the disability advocacy or self-advocacy sector, and an ability to apply the principles of community inclusion, empowerment and consumer participation in planning and decision making;
- Highly developed organisational skills;
- Good self-care and stress management skills;
- Excellent communication skills including knowledge of accessible communication styles and Plain English
- Competent IT skills including proficiency in Microsoft Office and online meeting platforms; and
- Ability to facilitate conflict resolution and support effective group dynamics.

Qualifications and experience

- Experience working with people with cognitive disability;
- Experience working with diverse communities or a similar role is desirable;
- Tertiary qualifications in social work, community development or disability studies or demonstrated equivalent experience and skills; and
- First Aid certificate is desirable.

Personal Attributes

- Dedicated to achieving excellent outcomes for the Voices for Change group and its members;
- Strong commitment to social justice;
- Ability to contribute to a positive working environment;
- Team orientation;
- Discretion and professionalism; and
- Compassion and understanding

The Fitzroy Legal Service is an inclusive employer and does not discriminate on the basis of age, race, gender, ethnicity, religion, sexual orientation, gender or disability. People with lived experience of disability and/or the criminal justice system are encouraged to apply.