

POSITION DESCRIPTION PROJECT LEAD

KEY DETAILS

- **Flexible role of between 3 and 5 days per week**
- **Work with two agile, charitable organisations fighting for systemic change**
- **Role suited to a First Nations person who is passionate about challenging systemic discrimination and demanding reform in the health, justice and child protection systems**
- Non-Indigenous people who meet the role criteria and are interested in our work are invited to submit an Expression of Interest detailing relevant experience for similar suitable roles

ABOUT DEADLY CONNECTIONS

Deadly Connections Community and Justice Services ([Deadly Connections](#)) is an Aboriginal-led organisation based in Sydney, offering community and consultancy services aimed at reducing the overrepresentation of Aboriginal and Torres Strait Islander people in the criminal justice and child protection systems. Deadly Connections positively disrupts intergenerational disadvantage, grief, loss and trauma by providing holistic, culturally responsive interventions and services to First Nations people and communities – particularly those impacted by the child protection and/or justice systems.

ABOUT THE NATIONAL JUSTICE PROJECT

The National Justice Project ([NJP](#)) is a not-for-profit legal service and civil rights organisation. We use the law, advocacy and education to tackle systemic injustice and promote government accountability. We primarily represent and support First Nations peoples and asylum seekers/refugees who have been harmed and discriminated against within the justice and health care systems. We advocate for the reform and development of law, and a justice system that is fair, just and equitable, taking on the most challenging cases that will create systemic change.

NJP recognises that throughout history the Australian legal system has been an instrument of violence and oppression against First Nations Peoples, as well as other minority groups. NJP seeks to strengthen and promote dialogue between the Australian legal system and First Nations laws, governance structures and protocols. We work collaboratively with community partners, including Deadly Connections, to identify and advocate against systemic injustices.

THE POSITION

This role is for a minimum of 8-months with the possibility of extension. This role has been created through a partnership between the NJP and Deadly Connections. The position will be fulfilled working between the two organisations.

KEY CANDIDATE CONSIDERATIONS:

- This position is open to Aboriginal and/or Torres Strait Islander applicants only;
- The successful candidate will work with both NJP and Deadly Connections;
- Candidates must be comfortable working with confronting subject matter and with traumatised communities;

- Candidates must have completed tertiary level education, training or equivalent in one of the following fields: Arts; Communications; Criminology; Public Health; Allied Health; Social and Political Sciences; Law; Social Work; Policy and Research; Indigenous Studies; Education and Training; Community Development; Youth and Community Services.
- The successful candidate will apply their training and skills together with connection to community and culture, lived experience and knowledge, to practical and administrative tasks to seek justice and accountability for our clients and the wider community;
- You will be required to provide reflective reports over the course of the year; and
- Some travel may be required.

KEY RESPONSIBILITIES

PERSONAL RESPONSIBILITIES, INCLUDING:

- Undertaking your work and other activities with integrity whilst upholding the organisation's values and ensuring a people-first approach across our staff, volunteers and clients;
- Supporting team cohesion in a flexible and friendly manner;
- Protecting and enhancing the reputation of the organisations;
- Work autonomously and within a team environment;
- Executing the tasks that are assigned to you to a high standard;
- Collecting data to evaluate your work and regularly reporting on it;
- Meet objectives and deliverables in a timely manner; and
- Maintaining positive relationships with partner organisations and the wider community.

PROJECTS & ADVOCACY, INCLUDING:

- Lead and contribute to the delivery of projects including the Bugmy Justice Project and other community legal education projects designed to raise rights awareness and educate the community, break the cycle of incarceration and disrupt disadvantage and trauma;
- Contribute to a wide range of strategic projects, cases, advocacy and initiatives;
- Undertake administrative and project management activities;
- Maintain clear records; and
- Develop and maintain a strong and sensitive working relationship with clients, stakeholders and the communities we work within.

SUPERVISING JUNIOR STAFF AND VOLUNTEERS, INCLUDING:

- While you will have no direct reports, it is expected that you will provide day to day guidance to any team member that is allocated to assist you (or is otherwise assisting you) with their duties and responsibilities, including volunteers and new or junior staff; and
- NJP is involved in various University clinical placements throughout the year. NJP staff may be required to represent NJP and participate in the clinics, including in the allocation of work, provision of training and providing supervision to the students.

APPLICATION PROCESS

All questions and applications should be sent to hr@justice.org.au as soon as possible. The start dates of the position is flexible for the right candidate but we are eager to fill the position as soon as possible. Applicants will be required to submit a written piece of work during the recruitment process.

In your application, please send your CV along with a statement with your response to the below selection criteria:

- Your training, experience and skills relevant to the role;
- A passion for human rights and social justice, in particular in relation to Aboriginal and Torres Strait Islander people;
- An understanding of culturally safe and trauma informed practice;
- Interest and ability to lead community projects; and
- Strong community engagement, written and verbal communication skills.

The successful candidate will be required to be competent in the following core skills:

- An ability to manage multiple competing priorities under tight deadlines;
- Excellent administrative and organisational skills;
- Ability to manage projects; and
- Experience working both independently with minimal supervision and as a part of a team.

Desirable experience:

- Experience working with vulnerable communities is highly regarded;
- Experience working in a legal office or community organisation is highly regarded; and
- Strong community relationships are highly regarded.

This position is open to Aboriginal and/or Torres Strait Islander applicants only. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational requirement for this position under s 14 of the *Anti-Discrimination Act 1977* (NSW). The filling of this position is intended to constitute an affirmative measure under section 8 of the *Racial Discrimination Act 1975* (CTH).

Non-Indigenous people who meet the above criteria and are interested in our work are invited to submit an Expression of Interest detailing relevant experience for similar suitable roles to hr@justice.org.au.