



**WESTERN COMMUNITY LEGAL CENTRE LTD**

**Senior Project Officer, Community Development, Education & Engagement**

**Position Description**

<b>Job Title</b>	<b>Senior Project Officer, Community Development, Education &amp; Engagement</b>
<b>General</b>	
<b>Vision</b>	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
<b>Purpose</b>	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
<b>Reports to</b>	Director, Community Development, Education & Engagement Program
<b>Term</b>	Fixed-term contract (12 months)
<b>Scope</b>	You will work within the Community Development, Education & Engagement Program to strengthen our engagement with communities experiencing high levels of disadvantage and support community-led initiatives that deliver innovative responses to legal need.
<b>Key Responsibilities/Expectations</b>	
	<ul style="list-style-type: none"><li>• Support the coordination of community engagement activities, including issue-specific consultations and the establishment of community advisory panels or similar as envisaged by the WEstjustice Strategy 2020-23.</li><li>• Provide event-management and other coordination support for community development activities, with a particular focus on supporting community-led initiatives, including the Tangata Wyndham Restorative Justice Action Group.</li><li>• Support the program to build and maintain effective partnerships with other community stakeholders, partners, organisations and networks, including attendance at meetings or events on behalf of WEstjustice.</li><li>• Work within and across other WEstjustice programs to strengthen our understanding of community need and ensure our services are culturally safe and accessible, particularly for communities with high levels of disadvantage and unmet legal need.</li><li>• Attend and support the work of internal staff or working group meetings relevant to program and project activities, including the Reconciliation Action Plan Working Group, as required.</li><li>• Provide guidance and support to staff across all WEstjustice programs in the planning, development and delivery of community legal education, community engagement and community development activities.</li><li>• Support monitoring and evaluation and data collection.</li><li>• Participate in project and program planning activities, as required.</li><li>• Other duties to support program activities and objectives, as directed.</li></ul>

Qualifications & Skills	
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Prior experience in project and/or event management within a community development, community engagement or community legal education setting or similar.</li> <li>• High level of skill and cultural competence in coordinating community consultations or similar activities, including the establishment and development of consumer or community advisory bodies or similar.</li> <li>• Demonstrated capacity to listen to, engage with, and work alongside communities experiencing high levels of legal need and disadvantage.</li> <li>• Ability to work collaboratively with a range of internal and external stakeholders across community legal and other sectors to build strong stakeholder relationships and partnerships.</li> <li>• Excellent organisation, communication, administrative and IT skills, including capacity to convene in-person or online events and to use social media to coordinate and promote program activities.</li> <li>• Demonstrated understanding of the social context of legal issues faced by disadvantaged communities and a strong commitment to social justice</li> <li>• Demonstrated understanding of and commitment to WEstjustice's Vision, Purpose, Strategic Plan and Impact Areas.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in community development, community services or other discipline relevant to the community legal sector (including law, criminal justice, youth or social work).</li> <li>• Experience working with clients and/or alongside communities experiencing high levels of legal need within our catchment, particularly migrant communities impacted by high levels of exclusion and disadvantage and Aboriginal and Torres Strait Islander communities.</li> <li>• Experience working within a community legal centre or a strong understanding of the community legal service sector.</li> <li>• Capacity to develop and implement stakeholder engagement and/or communication plans to engage with community and promote events relevant to community development, community engagement or community legal education.</li> </ul>