

Position Description

Project Officer, StreetCare

Fixed term 12-month contract, parental leave cover

Part time, 3 days per week

Sydney based

1. The Justice and Equity Centre

The Justice and Equity Centre (formerly the Public Interest Advocacy Centre) is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines:

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes through media, communications, submissions and engagement with decision-makers.

We work across 5 focus areas: First Nations justice; reducing homelessness; disability rights; energy and water justice; and civil rights.

2. HPLS and StreetCare

The JEC's Homeless Persons' Legal Service (HPLS) provides people who are homeless or at risk of homelessness with legal assistance, advice and representation, to protect their human rights and progress our vision of a community where everyone has a secure, appropriate place to call home.

The HPLS consumer advisory committee, [StreetCare](#), brings together people with lived experience of homelessness and empowers them to initiate, inform and influence positive change. Members are supported to be active advocates and advisors to government and other key services on issues relating to homelessness and housing. The group also plays an important role in helping to inform the JEC's policy priorities.

The group is diverse and currently includes men, women, young people, Aboriginal people, people with a disability and representatives from inner Sydney, outer suburbs and rural/regional areas.

HPLS also coordinates the [Housing and Mental Health Agreement \(HMHA\) Lived Experience Committee \(LEC\)](#), which provides a platform for people who have experience of mental health issues, housing problems and homelessness to inform the policies and practice of the Department of Communities and Justice.

3. Position overview

Reporting to the Project Manager, the Project Officer assists in the coordination the StreetCare and HMHA LEC groups and supports members to be effective advocates.

The role is also supported by HPLS Policy Officer who has specialist policy expertise on issues of housing a homelessness.

4. Major accountabilities

Assisting to coordinate the StreetCare and HMHA lived experience committees, including by:

- identifying and recruiting new members when necessary.
- organising meetings including arranging attendance of members, preparing agendas, meeting papers and minutes;
- ensuring the groups are briefed on issues by HPLS and the JEC's staff as needed,
- arranging payment of sitting fees and transport for members;
- maintaining regular contact with members, and assisting with referrals to support services or other supports where needed to facilitate ongoing engagement and participation;
- working with Project Manager to identify training needs and arranging training for members;
- coordinating participation in external meetings and forums, including providing briefing and de-briefing, and coordinating sitting fees with the HPLS Administrator.
- working with the Project Manager, Principal Solicitor, HPLS team and lived experience committee members to identify key issues related to homelessness to inform priorities;
- supporting the Project Manager to design and implement consultation processes with members and other homeless consumers to ensure the views of consumers inform policy development;
- contributing to the JEC's systemic advocacy through assisting with drafting submissions, reports, articles and media releases;
- contributing to the JEC's community legal education program as required;
- developing and maintaining relationships with stakeholders to exchange information and views and to raise community awareness of homelessness;
- attending conferences and public forums and contribute to the knowledge and understanding of homelessness;
- contributing to reports for the JEC's Board, funders and supporters, addressing outcomes and impact; and
- other duties as reasonably required.

5. Knowledge, skills and experience

Essential

- 5.1 Good organisational and/or project management skills, including capacity to achieve outcomes individually and/or in a team environment;
- 5.2 Demonstrated ability to work collaboratively with people who have lived experience of homelessness;
- 5.3 Understanding of government, law reform and policy making processes;
- 5.4 Well-developed interpersonal skills and the capacity to develop relationships and networks to engage and build rapport in the homelessness and community legal sector;
- 5.5 Capacity to contribute to submissions, reports and policy papers on issues relevant to StreetCare's work;
- 5.6 Understanding of the issues facing socially and economically disadvantaged people;
- 5.7 Understanding of trauma-informed practice and working in person-centre manner;
- 5.8 The ability to work cooperatively as part of a team.

Desirable

- 5.9 Lived experience of homelessness;
- 5.10 Tertiary qualifications or relevant experience in social work, social sciences or law (or another relevant field);
- 5.11 Experience working in the housing and homelessness sector.

6. Conditions

We are an equal opportunity employer and are committed to promoting a diverse and inclusive workforce.

Annual salary range: \$96,745 pro rata plus leave loading and superannuation.

We are a Public Benevolent Institution and are currently able to offer salary packaging options subject to our Salary Sacrifice Policy. Staff who take full advantage of salary packaging options can significantly increase their take-home pay.

Our Enterprise Agreement provides benefits including additional paid leave between Christmas and New Year and paid cultural and ceremonial leave. See further: [Justice and Equity Centre Enterprise Agreement](#).

This position is offered as a 12-month fixed-term contract for parental leave cover, 3 days per week.

We are committed to flexible working arrangements and provides opportunities for professional development and mentoring. Our workplace culture is collaborative, dynamic and committed to cultural safety.

7. Applications

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'Knowledge, skills and experience').

Applications should be sent by email to jobs@jec.org.au.

Inquiries about the position should be addressed to:

Charmaine Jones

Project Manager, StreetCare

jobs@jec.org.au

If you would like to discuss the recruitment process and any reasonable adjustments you may require, please contact jobs@jec.org.au.