



WESTERN COMMUNITY LEGAL CENTRE LTD
Community Engagement & Development Program Manager Position Description

Job Title	Community Engagement & Development Program Manager
General	
Vision	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, casework services, systemic advocacy and reform.
Purpose	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
Reports to	Director, Policy & Innovation Program
Term	Fixed-term contract (12 months)
Scope	You will work with the Policy & Innovation Program to drive our engagement with communities experiencing high levels of disadvantage, and to support community led initiatives that deliver innovative responses to legal and community need.
Key Responsibilities/Expectations	
	<ul style="list-style-type: none">• Coordinate community engagement and development activities October-January 2023 on the Wyndham Community Hub proposal. This will include at least 8 consultations with community groups and 3 with communities with lived experience (such as with family violence, incarceration, court users etc).• Develop a report on these consultations to inform both a feasibility study being prepared by a consultant, and a budget submission to government.• Lead Westjustice's community engagement and development, including issue-specific consultations, establishment of community advisory panels or similar.• Develop a framework for Westjustice's community engagement, based on outcomes of engagement on the community Hub, to inform future engagement and program design.• Provide event management and other coordination support for community development activities.• Assist the Policy and Innovation team to develop media and communications to publicise Westjustice's community engagement and community legal engagement work, including written media, social media and website pieces.• Contribute to internal WEstjustice practice groups, working groups and external networks and steering committees.• Comply with all relevant laws and standards, including WEstjustice policies, procedures and guidelines.

	<ul style="list-style-type: none"> • Establish and maintain best practice and ensure work is of sufficient quality and standard. • Contribute to the monitoring and evaluations framework. • Support the senior management team to ensure that there is cohesion across the organisation and a positive workplace culture. • Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups • Represent the community engagement angle in the development of Westjustice’s new Strategy 2023-26 and Impact Areas 2023-26. • Other relevant work as directed.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Demonstrated experience, as a subject matter expert, on community engagement, representation and development. • Demonstrated ability to facilitate and coordinate consultation workshops (particularly with community and/or lived experience groups). • Demonstrated report writing experience, and experience in developing frameworks for community engagement. • Demonstrated ability to work strategically and collaboratively to build strong stakeholder relationships and partnerships across a range of sectors and community groups. • Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of law and the issues faced by vulnerable and/or disadvantaged communities. • Highly developed ability to listen to, engage with, and assist people from culturally and linguistically diverse backgrounds and work within a rights based and empowerment framework. • Excellent organisation, communication and administrative skills. • Demonstrated understanding of and commitment to WEstjustice’s Vision, Purpose, Strategic Plan and Impact Areas. <p>Desirable</p> <ul style="list-style-type: none"> • Prior experience in media, communications and social media work. • Prior experience in writing successful grant applications and / or securing project funding and / or developing and managing budgets. • Prior experience in a project management role and / or strong project management skills and experience.

*Last Reviewed: July 2023
Next Review: July 2024*