

<b>Job Title</b>	<b>Community Development Coordinator, Workers' Rights Program (WRP)</b>
<b>General</b>	
<b>Westjustice Vision</b>	Fairness, safety and justice for Melbourne's West.
<b>Westjustice Purpose</b>	We deliver targeted services and drive meaningful change.
<b>Reports to</b>	Program Manager, Worker's Rights Program
<b>Term</b>	12 months, Maximum term contract
<b>Work Type</b>	Full Time
<b>Location</b>	Sunshine Office and other locations as required
<b>Scope</b>	<p>This role is responsible for designing, coordinating and implementing legal education sessions, resources, stakeholder relationships and outreach strategy to enhance Westjustice's engagement with the communities in the West (both metropolitan and regional), with a particular emphasis on migrant and refugee communities, women and gender diverse workers.</p> <p>The role will work predominantly on our Workplace Justice Program (for migrant and refugee workers), and our Working Women's Centre Victoria (WWC Vic) Western Region services.</p> <p>The role will work collaboratively with staff across Westjustice, including from our Policy, Impact and Engagement Program, as well as staff at other WWC Vic agencies, Northern Community Legal Centre, South-East Monash Legal Service and Women's Legal Service of Victoria.</p>
<b>Key Responsibilities</b>	
	<ol style="list-style-type: none"> <li>1. Develop and implement a community development and stakeholder engagement plan, to enhance knowledge of legal rights and build community capacity to prevent or respond to legal problems.</li> <li>2. Design, co-ordinate and deliver with WRP team members employment and discrimination law capacity building workshops and community engagement in multiple formats and delivery modes, including: <ul style="list-style-type: none"> <li>o regional roadshows delivering legal education and information for the WWC Vic Western Region; and</li> <li>o a train the trainer program for Western suburbs migrant and refugee community leaders as part of the Workplace Justice Program.</li> </ul> </li> <li>3. Co-ordinate and deliver community legal education, information sessions, resources, and outreach services.</li> <li>4. Contribute to policy/systemic impact work, including identifying law reform or policy issues arising from community development activities, and contribute to submissions or reports.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Attend and participate in meetings, networks, community forums and community of practices to advance the work of the WRP and the WWC Vic.</li> <li>6. Assist and support the WRP Program Managers to plan and coordinate legal services and projects, including contributing to project data and project reporting, evaluation and governance.</li> <li>7. Work closely with Westjustice's Community Development and Engagement Program Manager to deliver consistent, high quality community engagement and development work for Westjustice.</li> <li>8. Comply with all relevant laws and standards, including Westjustice policies, procedures, risk management processes and best practice guidelines.</li> <li>9. Contribute to Westjustice and WRP processes and systems, practice groups, and internal working groups to ensure we are running an effective legal practice.</li> <li>10. Support the Legal Director, WRP and Senior Management Team to ensure that there is cohesion across the organisation and a positive workplace culture.</li> <li>11. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups</li> <li>12. Contribute to the implementation and review of the Westjustice Strategy 2024-27 and the Worker's Rights Program Strategic Plan.</li> <li>13. Other relevant work as directed from time to time.</li> </ol>
<b>Qualifications &amp; Skills</b>	
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ol style="list-style-type: none"> <li>1. Community legal education or equivalent experience (training or teaching) including experience coordinating, preparing and delivering high quality, effective presentations or training.</li> <li>2. Excellent written and oral communication skills and highly developed organisational and administrative skills, including:             <ol style="list-style-type: none"> <li>a. Demonstrated culturally sensitive and safe communication and working style; and</li> <li>b. an ability to translate complex legal concepts into simple and accessible messaging formats across a range of media.</li> </ol> </li> <li>3. Excellent interpersonal skills and the ability to form strong collaborative relationships across a broad range of internal and external stakeholders, including people from culturally and racially marginalised communities.</li> <li>4. Demonstrated understanding gender inequality, intersectionality, and social context of legal issues faced by marginalised communities in the workplace.</li> <li>5. Strong commitment to social justice, community education and engagement.</li> <li>6. Highly developed ability to listen and engage with community members from disadvantaged backgrounds.</li> </ol>

	<p>7. Ability to work autonomously and take initiative to establish, coordinate and implement project plans to meet contract deliverables.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Lived experience as a migrant or refugee in Australia.</li> <li>2. Group facilitation skills and experience.</li> <li>3. Prior experience and understanding of employment law, workplace or community organising, workplace relations or industrial relations.</li> <li>4. Experience stakeholder mapping, and developing stakeholder engagement plans,</li> </ol>
<b>Mandatory qualifications</b>	<p>A current Victorian driver's license, with access to own vehicle with insurance.</p> <p>A Degree and/or experience in social work, social sciences, community development, community services, or the education field.</p>
<b>Other relevant information</b>	<p>The successful applicant will be employed under the Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027. External applicants will have a probationary period of six months.</p> <p>To be eligible for this position you must have current work Australian rights (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa). Appointment will be subject to a pre-employment checks including a satisfactory criminal record check.</p> <p>You will be required to apply for and hold a current Working With Children Check (WWC).</p> <p>Your primary work location will be the Westjustice Sunshine Branch but may be required to work from the Werribee or Visy Hub Branches, or other locations as directed from time to time.</p> <p>You will be required to travel independently to, and work from, other regional and metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time.</p> <p><i>Westjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. Westjustice is committed to being a culturally safe, responsive and respectful organisation. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey. You can view our RAP at <a href="https://www.Westjustice.org.au/about-us">https://www.Westjustice.org.au/about-us</a>.</i></p>

Last Reviewed: June 2025

Next Review: June 2026