



WESTERN COMMUNITY LEGAL CENTRE LTD (T/A Westjustice)
Co-Director, Children and Young People's Right Program
Position Description

Job Title	Co-Director, Children and Young People's Rights Program
General	
Vision	Fairness, Safety and Justice for Melbourne's West.
Purpose	We deliver targeted services and drive meaningful change.
Reports to	Chief Executive Officer (CEO)
Term	Maximum Term contract (12 months – new role)
Scope	<p>The Co-Director, Children and Young People's Rights (CYPR) is responsible for:</p> <ul style="list-style-type: none">• Leading the delivery of CYPR Program and Services• Managing CYPRP's legal and integrated practice, including providing Civil and Criminal Law Expertise.• Provide strategic, expert legal and practice management advice to the CEO and Senior Leadership Team in collaboration with the Co-Director.• Collaborating with the Co-Director to integrate TARGET ZERO and SJ4YP related work into the CYPR programs and services.• Collaborating with the other co-director Anoushka Jeronimus in relation to CYPRP's systemic reform agenda, community development and engagement activities and justice reinvestment propositions.• Support large scale systems change work relating to children and young people including TARGET ZERO and Smart Justice for Young People (SJ4YP), which is led by the other Co-Director.
Key Responsibilities	

	<ul style="list-style-type: none"> • Oversee the delivery and CYPRP Programs and Services, • Work closely with the CEO and Senior Leadership Team to ensure Westjustice achieves its vision, purpose and strategic objectives. • Lead, develop and maintain innovative programs that seek to address the paradigm of disadvantage and unmet legal need through client centered services, programs and reform agendas. • Support the implementation of Westjustice's Strategy 2024-27 and associated frameworks across the CYPR's Program. • In collaboration with the Co-Director, lead the implementation of Westjustice Systemic Reform Agenda, Community Development and Engagement Framework and Justice Reform Proposition. • Lead the practice management requirements including high level overview of all legal advice, case work, legal education and compliance with the professional standards, accreditation requirements and Risk Management Guide. This may include management of Trust Accounts. • Maintain, monitor and review compliance with all relevant laws and standards, including Westjustice policies, procedures and guidelines. • Establish and maintain best practice and ensure work is of excellent quality and standard. • Ensure that the CYPR Team is sufficiently resourced and organised to perform their roles and responsibilities effectively and lead the recruitment and induction of new team members. • Lead the performance of the CYPR Team ensuring that each team member is growing and supported to achieve their best performance and their full potential. • Provide supervision, support, advice and mentoring to Program Managers (line managers) to ensure that they are proactively and effectively leading their teams. • Manage the teams people management systems and processes, including <ul style="list-style-type: none"> • work and development plans, • regular work in progress (WIP) meetings, • annual leave management, • regular feedback and performance reviews, • satisfactory completion of mandatory training, policy updates etc. • regular team meetings for alignment, learning and collaboration. • Monitor overall satisfaction, engagement and wellbeing of the CYPR Team. • Collaborate with the senior leadership team to ensure that there is cohesion across the organisation and a positive workplace culture.
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	<ul style="list-style-type: none"> • Manage the team's budget and financials to ensure that the program is well funded and priorities are met. • In collaboration with the Co-director oversee development, funding and grant opportunities and contribute to the organisation's annual funding strategy. • Lead and/or make a significant contribution to internal Westjustice practice groups, working groups and external networks and steering committees. • Lead and/or make a significant contribution to policy/systemic impact work as required. • Co-lead the review and maintenance of the CYPR Program monitoring and evaluations framework. • Oversee major and key stakeholder relationships across the Program and broader organisation (where relevant). • Work with the CEO and senior management team to ensure continuity of funding and contribute to the development and review of the Westjustice Funding Strategy. • Other relevant work as directed.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Qualified lawyer with a current (or eligible to hold a) principal practicing certificate. • 10 years+ legal practice expertise in Civil and Criminal Law and representing children and young people. • Experienced leader with substantial knowledge across legal and multidisciplinary practices and systems, policy and systemic reform agenda, innovation and engagement or influencing roles, including: <ol style="list-style-type: none"> a. experience leading a team, including management and supervision of senior and junior staff; b. ability to handle and resolve challenging situations or issues; c. an ability to make reasoned, strategic decisions in a collaborative manner, including competing priorities in a busy workplace; d. ability to work autonomously with limited direction from the CEO. • Ability to set and deliver high quality work outcomes. • High level of organisational awareness and understanding of political processes. • Demonstrated ability to work collaboratively and confidently to engage with a diverse range of stakeholders and to build strong partnerships and effectively lead change through influence.

	<ul style="list-style-type: none"> • Strong commitment to social justice, including a demonstrated understanding of the social context of law and the issues faced by disadvantaged communities and the ability to coordinate and lead Westjustice's systemic impact work. • Sound organisation and time management skills with the ability to deal with competing priorities under pressure. • Demonstrated experience in specialist writing, editing and communication skills. • Demonstrated understanding of and commitment to Westjustice's Vision, Purpose, and Strategy 2024-27. <p>Desirable</p> <ul style="list-style-type: none"> • Experience managing government and sector relationships and relationships with other key stakeholders. • Experience in managing funding and budget bid processes to philanthropy, state or federal government. • Experience in public speaking, communications and media. • Experience managing and delivering special projects for an organisation, including experience in developing and managing work in Victorian courts, multidisciplinary practice management, and key program management. • Experience in managing community education, engagement and development activities. • Experience in managing data and impact work for an organisation, including working knowledge of the Actionstep platform. • Prior experience in securing project funding and developing and managing budgets, or ability to demonstrate a capacity to do so. • Exceptional analytical and conceptual thinking skills with an ability to analyse the causes of legal and related issues and to think flexibly, innovatively and outside the square.
Other relevant information	<ul style="list-style-type: none"> • The successful applicant will be employed under <i>Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027</i> (the Multi-Enterprise Agreement) with a probationary period of six months. • To be eligible for this position you must have current rights to work in Australia (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa). • You will be required to apply for and hold a current Working with Children Check. If you don't have one of these already you will be reimbursed for this cost.

	<ul style="list-style-type: none">• We are committed to removing barriers to employment for those with lived experience of the justice system, whilst we ask that all employees undertake a National Police check having a criminal conviction will not directly exclude you from gaining employment with us.• Your primary work location will be the Sunshine Visy Hub and Sunshine Office. You may also need to work from other Westjustice offices (Werribee Office) or other outreach locations as required.• You will be required to travel independently to, and work from, other metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time.• Westjustice supports flexible work arrangements and has a policy which allows for hybrid work from home and office, subject to the agreement. 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 https://www.westjustice.org.au/about-us
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