

Job Title	Community Legal Education Coordinator, Children and Youth Rights Program
General	
Vision	Fairness, safety and justice for Melbourne's West.
Purpose	We deliver targeted services and drive meaningful change.
Reports to	Program Manager
Term	12 months Maximum Term Contract
Scope	<p>This role is responsible for designing, coordinating and implementing legal education sessions, information 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 children, young people and their families.</p> <p>The role will work predominantly in our Children and Young Person's Rights Program (CYPRP), with a particular focus on the delivery of legal education and information within Westjustice's School Lawyer Program, and with our Women and Gender Diverse Rights Program (WGDRP).</p> <p>The role will work collaboratively with staff across Westjustice, including from our Policy, Impact and Engagement Program.</p>
Key Responsibilities	
	<ol style="list-style-type: none"> 1. Develop and implement a community legal education plan to enhance knowledge of legal rights of children, young people and families that seeks to prevent or reduce legal problems and increase access to legal assistance. 2. Design, write and co-ordinate legal education sessions and co-deliver sessions with lawyers. 3. Collate or create and maintain legal information resources. 4. Contribute to policy/systemic impact work, including identifying law reform or policy issues arising from community engagement activities, and contribute to submissions or reports. 5. Attend and participate in meetings, networks, community forums and community of practices to advance the work of the CYPRP and WGDRP. 6. Assist and support the Program Managers, Legal Directors and Westjustice's Community Development and Engagement Program Manager to support consistent, high quality community engagement and development work at Westjustice, including contributing to project data and project reporting, evaluation and governance. 7. Comply with all relevant laws and standards, including Westjustice policies, procedures, risk management processes and best practice guidelines.

	<ol style="list-style-type: none"> 8. Contribute to Westjustice processes and systems, practice groups, and internal working groups to ensure we are running an effective legal practice. 9. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups 10. Contribute to the implementation and review of the Westjustice Strategy 2024-27. 11. Other relevant work as directed from time to time.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none"> 1. Experience developing education programs or equivalent experience (training or teaching) including experience coordinating, writing and delivering high quality, effective presentations or training. 2. Excellent written and oral communication skills and highly developed organisational and administrative skills, including: <ol style="list-style-type: none"> a. Demonstrated culturally sensitive and safe communication and working style; and b. an ability to translate complex legal concepts into simple and accessible messaging formats across a range of media. 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. 4. Ability to analyse data and school curriculum to determine community legal education priorities and write content. 5. Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of law and the issues faced by communities experiencing vulnerability and/or disadvantage, with a particular focus on children and young people in conflict with the law and/or people experiencing family violence. 6. Ability to work autonomously and take initiative to establish, coordinate and implement project plans to meet contract deliverables. <p>Desirable</p> <ol style="list-style-type: none"> 1. Tertiary qualification in education, training, social work, youth work or law. 2. Experience developing community legal education programs.
Mandatory qualifications	<p>A current Victorian driver's license, with access to own vehicle or vehicle insurance.</p> <p>A Degree and/or experience in community engagement, community development, community services, or the education field.</p>

Other relevant information	<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 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 office and you will be required to work from 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>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.</p>
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