

# Westjustice

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| <b>Job Title</b>                   | <b>Program Manager – Children and Young People’s Rights Program</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>General</b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Vision</b>                      | Fairness, safety and justice for Melbourne’s West                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Purpose</b>                     | We deliver targeted services and drive meaningful change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Reports to</b>                  | Director, Children & Young People’s Rights Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Term</b>                        | Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Key Responsibilities</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                    | <ol style="list-style-type: none"> <li>1. Oversee rostered team duties, including preparing a monthly roster with consideration to caseloads, hearings and to fulfil funding requirements;</li> <li>2. Build and maintain relationships with key stakeholders;</li> <li>3. Coordinate regular team and well-being meetings;</li> <li>4. Assist the Principal Lawyer to:</li> <li>5. Develop partnerships and deliver projects;</li> <li>6. Manage the Program’s resources, including budgeting, sourcing funding opportunities or similar;</li> <li>7. Oversee staff professional development and performance reviews including identifying training gaps/opportunities;</li> <li>8. Undertake reporting and systems improvement as required; and</li> <li>9. Contribute to the development of the Centre’s strategic direction.</li> <li>10. Represent the Program at external networks, working groups and steering committees, as requested.</li> <li>11. Comply with all relevant laws and standards, including Westjustice’s policies, procedures, risk management processes and best practice guidelines.</li> <li>12. Contribute to Program processes and systems, monitoring and evaluation, and internal working groups, to ensure we are running an effective legal practice.</li> <li>13. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups.</li> <li>14. Contribute to broader project work and monitoring and evaluation when requested</li> <li>15. Contribute to the implementation of the Westjustice Strategy and Impact Areas 2024-2027 which includes collaborating with other teams and the broader objectives of the organisation.</li> <li>16. Other relevant work as directed.</li> </ol> |
| <b>Qualifications &amp; Skills</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Key Selection Criteria</b>      | <b>Mandatory</b> <ol style="list-style-type: none"> <li>1. Unrestricted current practicing certificate;</li> <li>2. Minimum of 2-3 years experience in a senior/leadership position and/or having demonstrated leadership and management skills, including:</li> <li>3. Good judgement</li> <li>4. ability to handle challenging situations and to make reasoned strategic decisions in a collaborative manner, including about competing priorities in a busy workplace;</li> <li>5. Demonstrated criminal law experience including court appearances;</li> <li>6. Demonstrated compliance with NACLC Risk Management Guide and work towards best practice guidelines;</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|                                   | <ol style="list-style-type: none"> <li>7. Leadership and management skills and the ability to handle challenging situations and to make reasoned strategic decisions in a collaborative manner, including about competing priorities in a busy workplace</li> <li>8. Demonstrated ability to work collaboratively to build strong stakeholder relationships and partnerships;</li> <li>9. Excellent organisation and communication skills;</li> <li>10. Have substantial experience in supervision, mentoring and training of junior lawyers, students and volunteers;</li> <li>11. Commitment to social justice and community engagement: preferencing the standpoints of the marginalised groups we represent;</li> <li>12. Highly developed ability to engage with, communicate with and assist vulnerable and/or disadvantaged clients; and</li> <li>13. Strong understanding of the social context of the law and familiarity with legal and social issues faced by vulnerable and/or disadvantaged communities.</li> <li>14. Demonstrated experience or ability to work with and supervise staff to ensure the quality of work produced is to a high standard.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>15. Assertiveness, confidence and ability to engage with a diverse range of stakeholders, including the community sector;</li> <li>16. Prior funding/grant experience; and</li> <li>17. Prior experience in a project management role.</li> </ol>                                                                                                                                                                                                                                                          |
| <b>Other relevant information</b> | <ul style="list-style-type: none"> <li>• This position is covered by the Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 (the Multi-Enterprise Agreement).</li> <li>• 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).</li> <li>• You will be required to apply for and hold a current Working with Children Check (WWC). If you don't have one of these already you will be reimbursed for this cost.</li> <li>• 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.</li> <li>• Your primary work location will be the Westjustice Sunshine Visy Hub Office. You may also need to work from other Westjustice offices (Werribee) or other outreach locations as directed.</li> <li>• 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.</li> <li>• Westjustice supports flexible work arrangements which allows for hybrid work from home and office, in agreement with direct line manager.</li> <li>• Westjustice is committed to being a culturally safe, responsive and respectful organisation. We are committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. Our Reconciliation Action Plan (RAP) is</li> </ul> |



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|  | 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> |
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*Last Reviewed: October 2025*