

Job Title	Senior Project Officer, TARGET ZERO
General	
Vision	Fairness, safety and justice for Melbourne's West
Purpose	We deliver targeted services and drive meaningful change
Reports to	Director, Children and Young People's Rights Program
Term	See Contract
Scope	<p>Reporting to TARGET ZERO's Program Manager (PM), support TARGET ZERO as a collective impact approach that aims to eliminate the criminalisation of 10-25 year olds in Brimbank, Melton and Wyndham; and the overrepresentation of First Nations young people, multicultural young people and young people in out of home residential care in Victoria's criminal justice system.</p> <p>The role will support the implementation of a range of actions and strategies that enable investigation, design and testing of approaches that embed collaboration and innovation across affected community members y, community service organisations, government and business to reduce and eliminate overrepresentation within Victoria's justice system.</p>
Key Responsibilities/Expectations	
	<ol style="list-style-type: none"> 1. Provide high level secretariat support for TARGET ZERO's Leadership Table and sub-committees; Action Groups and Working Groups including scheduling meetings, preparation of meeting documentation and action item follow up; 2. Support TARGET ZERO's PM to deepen TARGET ZERO coalition members and other key partnerships and grow their commitment to TARGET ZERO; 3. Proactively seek new partnerships that strengthen the reach of TARGET ZERO; 4. Monitor backbone compliance with work plans and provide regular reports and updates to Backbone leads and the Leadership Table; 5. Actively promote TARGET ZERO including developing internal and external communication content; 6. Lead and participate in networking activities, including sector and professional development activities; 7. Develop and implement a range of content, tools and activities to promote TARGET ZERO within WJ, other agencies and stakeholders and broader communities; 8. Collect and tabulate data and statistics related to TARGET ZERO and youth justice overrepresentation; 9. Support the planning and coordination of TARGET ZERO events (minimum of 2 annually) together with the PM and rest of Backbone; 10. Prepare reports, briefs and papers of behalf of the Backbone Leads for various audiences including but not limited to WJ/CMY, the Leadership Table and funding and other partners.
Qualifications & Skills	
Key Selection Criteria	Mandatory

	<ol style="list-style-type: none"> 1. Tertiary qualifications in related field (i.e. youth or social work, community development, education, youth justice) and/or at least 3 years of relevant experience in equivalent roles. 2. Demonstrated knowledge of Victoria's youth justice system; 3. Strategic thinker with proven highly developed relationship management and influencing skills that enables effective collaboration with both internal and external stakeholders; 4. Proven Project management skills and the ability to adapt to changing circumstances while achieving quality outcomes; 5. Strong consulting skills, able to advise and communicate effectively at both the strategic and operational levels; 6. Excellent communication, interpersonal skills including written communication (work plans, reports, funding submissions/tenders and business cases); 7. Highly computer literate across the MS office suite applications, data management tools and virtual office tools; 8. Proven ability and commitment to working collaboratively in a team environment as well as working autonomously; 9. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups; <p>Desirable</p> <ol style="list-style-type: none"> 1. Experience in a fast-paced legal environment (e.g. community legal centre, legal aid and/or private law firm) or not-for-profit community organization.
Other relevant information	<p>To be eligible for this position you must have current work rights in Australia.</p> <p>It is a requirement for all employees hold a current Working With Children Check and agreed to undergo a National Police Check.</p> <p>Your primary work location will be the Westjustice Sunshine Branch but you may be required to work from the Werribee or Footscray Branches, or other locations as directed from time to time.</p> <p>You may 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>

Last Reviewed: 15 September 2025

Next Review: September 2026