

Job Title	Program Manager, 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>In partnership with the Centre for Multicultural Youth (CMY), take a lead role in working to consolidate and grow TARGET ZERO as a collective impact approach that aims to eliminate the overrepresentation of First Nations young people, multicultural young people and young people in out of home residential care in Victoria's justice system.</p> <p>The role will implement a range of actions and strategies that enable investigation, design and testing of approaches that embed collaboration and innovation across affected community, young people, community service organisations, government and business to reduce and eliminate overrepresentation within Victoria's criminal justice system.</p>
Key Responsibilities/Expectations	
	<ol style="list-style-type: none"> 1. Provide timely support and specialist advice to WJ and the TARGET ZERO backbone partnership to assist in the further development of TARGET ZERO concept and implementation strategies; 2. Provide guidance and advice to the TARGET ZERO governance groups, including the Leadership Table and sub-committees and Action Groups on key challenges and opportunities; 3. Support the TARGET ZERO backbone partnership to coordinate and communication and promotion activities including working closely and collaboratively with Westjustice's Policy, Innovation and Evaluation team and CMY's Community Engagement Lead and Communications and Marketing team to achieve TARGET ZERO goals; 4. Work closely Work with CMY Comm Engagement Worker to ensure implementation of power-sharing with community framework at all levels of TO 5. Develop and implement effective partnerships and strategies to assist relevant agencies, government departments and impacted communities to engage with TARGET ZERO and contribute to its work; 6. Coordinate and facilitate the TARGET ZERO Leadership Table and other relevant sub-committees 7. Coordinate and facilitate TARGET ZERO's various Action Groups and Working Groups to achieve TARGET ZERO's goals; 8. Enhance and manage existing partnerships and support participating organisations to deepen and grow their commitment to TARGET ZERO; 9. Develop and/or implement TARGET ZERO work and action plans and provide regular reports and updates to Backbone leads and the Leadership Table; 10. Support Backbone Leads by contributing to identifying funding opportunities and/or leading funding proposals designed to enhance and grow TARGET ZERO and its impact;

	<ul style="list-style-type: none"> 11. Supervise junior staff related to TARGET ZERO and or the Children and Young People's Rights Program as delegated from time to time; 12. Lead and participate in networking activities, including sector and professional development activities; 13. Working closely with Evaluation Lead and Reference Group to design how shared measurement is achieved across coalition/project 14. 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	<p>Mandatory</p> <ul 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> <ul 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 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>
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	<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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Last Reviewed: 15 September 2025

Next Review: September 2026