



**POSITION DESCRIPTION:
PROJECT COORDINATOR: STORIES OF STRENGTH**

Title:	Project Coordinator: Stories of Strength
Status:	Fixed Term Part Time (0.8 EFT) for 12 months
Reports to:	Director of Strategy, Engagement and Policy
Classification:	Social Community Home Care and Disability Services Industry Award Level 5
Salary:	\$80,000 per annum (Paid pro rata) plus superannuation and generous salary packaging

1. About us

The Federation of Community Legal Centres (Vic) (“the Federation”) is the peak body for Victoria’s Community Legal Centres. At the Federation, we pursue our vision of a fair, inclusive, thriving community through being a respected and influential advocate. Our voice is distinct and courageous: we are not afraid to challenge government, big business, or other powerful actors. Together with our members and communities, we work to dismantle unjust systems that perpetuate racism, sexism, homophobia, ableism, economic injustice and other inequalities.

2. Position purpose

Victoria is imprisoning more women than ever in history. It is time to change this, and change begins by listening to the voices of those who have lived experience of the system. You will coordinate a 12-month project working closely with women who have lived experience of the criminal justice system and are now speaking out about their experiences. Working closely with the Director of Strategy, Policy and Engagement, as well as with participants and supporting stakeholders, you will design and lead a 12-month program to support the women with training in advocacy, and in building strong relationships of support in the community.

3. Position responsibilities

- Build relationships with participants to clearly identify their passions, interests and needs to inform advocacy training.

- Hold regular meetings and training workshops with participants throughout the year, covering topics such as media, lobbying, social media, digital tools and other relevant topics.
- Work closely with Federation colleagues and Federation Members and community groups to build and maintain relationships that support the project.
- Develop and deliver a training program for the participants.
- Facilitate a welcoming, supportive environment where participants are supported in building strong relationships with each other, the Federation and Federation Members and community groups who support them.
- In co-ordination with the Director, manage the project budget and ensure all reporting timelines are met.
- Create a project plan.

Project outputs

- Work with participants to produce one major project of their choice within the course of the 12-month project.
- Support participants in achieving their advocacy goals – this could, for example, include supporting participants to meet with MPs, speak to media, produce written, audio or visual content, or to engage in other advocacy activities of their choice.

Values and Behaviour

- Promote and role model appropriate behaviour to support the Federation's culture, performance and profile.
- Actively support the Federation's commitment to the principles of diversity, inclusion and EEO.
- Actively demonstrate organisational values.

Health, Safety & Wellbeing

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Report all incidents, injuries and potential hazards in a timely manner.
- Ensure that the work is carried out in ways, which safeguard the health and safety of workers or others in their charge including contractors whom they engage.

Other

- Other duties as may be determined from time to time by the CEO.

4. Location, travel and work outside office hours

The position will be based at the Federation's office in Melbourne. Some travel will be required and reasonable travel expenses are reimbursed. Occasional work outside normal office hours may be required, such as to attend meetings and after hours' events.

5. Essential Experience

Skills and Experience

- A minimum 2 years' experience in advocacy roles; for example, in roles involving campaigning, media, lobbying or policy work.
- Demonstrated project management experience and skills, including the ability to plan, prioritise and meet all project outcomes.
- Demonstrated group facilitation skills.
- Proven ability to design and deliver community projects, particularly with community members who have lived experience of injustice.
- Knowledge of the criminal justice system and the issues which women who experience it are often impacted by.
- Excellent relationship-building skills including experience collaborating with a range of stakeholders including members, community sector partners, policy-makers and political decision-makers.
- A deep and demonstrated understanding that people with lived experience are the experts in their own lives.
- A deep and demonstrated understanding of how social movements achieve change.
- Excellent organisational skills with flexibility to prioritise a range of competing demands and work to deadlines under pressure in a very fast paced environment.
- Highly developed interpersonal and diplomacy skills, with the ability to work independently or as part of a collaborative team.

Personal Attributes

- Motivated by collaboration and collective success.
- Flexible, adaptive and able to work effectively in a small organisation.
- Openness to change, receptiveness to new ideas and exercises initiative.
- Capacity to work independently and monitor own work performance.

Desirable

- Experience in social work, counselling or a related field.
- Experience working closely with women impacted by issues of poverty and discrimination.

6. Location and work outside office hours

The position will be based at the Federation's office in Melbourne, with flexible working arrangements negotiable. Occasional work outside normal office hours may be required.

7. Applications

To apply for this position, please email your resume and a covering letter addressing the essential skills and experience in the position description to administration@fclc.org.au.

Any queries about this position may to the Director of Strategy, Policy and Engagement, Melanie Poole, via administration@fclc.org.au or on 9652 1501.

Applications close Monday 18 February 2019. Early applications are strongly encouraged.