

Position Title:	Community Legal Education and Development Officer
Terms of Employment:	Fixed Term Contract to December 2021
Hours	0.6 to 0.8 EFT
Reporting to:	Community Development Manager
Location:	Level 1, 63 Thomson Street Belmont.
Employment Conditions	In accordance with the Community Legal Centres Multi Business Agreement, Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS), and applicable legislation
Classification and Pay Rate:	Community Development Worker Level 4 (depending upon experience)
Salary packaging	The benefits of tax-effective salary packaging are be available (including access to Accommodation and Meal Entertainment packaging)

Barwon Community Legal Service

BCLS Vision

A just society in which all people have equal access to, and status under, the law; and a legal system which is humane, fair and equitable.

BCLS Mission

To promote, protect and enhance the rights and interests of individuals, groups and organisations within the BCLS catchment region who are disadvantaged in their access to justice; and contribute to reform of laws and structural inequities to achieve humane, fair and equitable outcomes.

About BCLS

BCLS is an independent not-for-profit community-based organisation, serving the local government areas of City of Greater Geelong, Borough of Queenscliff, Surf Coast Shire, Colac Otway Shire and some regions of Golden Plains Shire since 1986. The service is an incorporated association governed by an independent Board of Directors and receives funding from a number of sources to deliver services across a range of program areas.

Services currently offered include legal information, referral, advice, casework, social work and education for members of the local community. Our model of service provision ensures that work undertaken is reviewed for emerging patterns and trends, and that issues requiring structural change or political intervention are identified and addressed through advocacy, community education and social policy initiatives.

Position Purpose

This position will be responsible for supporting the delivery of the BCLS community legal education and community development program. The position will assist with the coordination and communication of projects and initiatives aimed at promoting, protecting and enhancing the rights and interests of people living in our region who are disadvantaged in their access to justice.

Collaborates With

BCLS Community team, legal team and management, and project volunteers and interns, This position will also work closely with project stakeholders and members of the community.

Decision Making Authority

Decision making authority regarding own day to day work flow. Decisions related to work processes and project planning to be made in consultation with your manager.

Key Responsibilities

Community Legal Education, Information and Publications

- Support the coordination, delivery and evaluation of BCLS's community legal education program targeting priority communities and key partners across a range of mediums including via workshops, webinars, website, media and social media platforms.
- Contribute to the maintenance of BCLS's website content and maintain social media presence.
- Administer requests for CLE from the community and key stakeholders and respond to them in a timely manner.
- Identify and implement improvements to processes and systems including how CLE requests are assessed and how CLE activities and other non-case work data is recorded.
- Implement quality improvement processes to ensure legal education content is accurate and meets the needs of our priority communities.
- Support the coordination and the writing, design and production of BCLS publications and communications including the annual report.
- Undertake general administration relevant to the position including mailing lists, mail outs, data collection and email responses.

Community Development and Stakeholder Engagement

- Implement innovative strategies to engage and communicate with our priority communities to address identified access to justice needs and issues in the local region.
- Participate in key community networks and forums to contribute a community justice perspective and develop collaborative and coordinated projects.
- Coordinate relevant events which promote BCLS and community law in our region.
- Support the strengthening and development of networks and relationships with key stakeholders, including maintaining a database of all BCLS stakeholders and contacts.
- Support and contribute to BCLS community development projects as required.

General Responsibilities

- Attend internal staff and planning meetings
- Prepare material for BCLS Annual Report

- Attend BCLS Annual General Meeting
- Attend other events as required
- Attend conferences as required
- Participate in professional development through appropriate training
- Share general office duties
- Other duties as required

Key Selection Criteria (Qualifications, Knowledge & Skills, Personal Attributes)

Essential Knowledge and Skills

- A Degree and/or suitable experience in a comparable legal, education, public relations, or communications field.
- Excellent interpersonal, collaboration and negotiation skills and the ability work with a diverse range of stakeholders.
- Excellent written and verbal communication skills, with a high attention to detail and the ability produce content for a diverse range of publications.
- Strong organisational skills with the ability to manage competing priorities.
- Ability to provide effective supervision to student interns and volunteers engaged in projects.
- Commitment to the principles of equity, access and social justice and to meeting the legal needs of disadvantaged groups.
- Experience working with people from diverse ethnic and social backgrounds.
- Hold a current drivers licence.

Desirable Knowledge and Skills

- Proficiency in video editing, social media platforms and website management.
- Good research, monitoring and evaluation skills, including an understanding of data collection via a range of methodologies.
- Previous experience supporting community development projects or initiatives.
- Understanding of the principles and practices of the community justice sector.