



Position Description

POSITION DETAILS

Job title:	Project Coordinator - Matter of Respect
Classification level:	5
Service area:	Partnerships and Community Development
Location:	Boronia
Reports to:	Manager – Partnerships and Community Development (Outer East)
Direct reports:	N/A
Employment status:	Part time/2 days (15 hours) per week. Fixed term contract to December 2020 All positions at the Centre are subject to the continuation of external funding
Employment conditions:	In accordance with the Eastern Community Legal Centre Enterprise Agreement 2013-2016 and applicable legislation, and the requirements contained in the job description, each of which forms part of this contract
Probationary period:	A three month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or ECLC within the probation period with two weeks written notice
Remuneration:	Salary package of \$85,192 per annum (pro rata) comprising base salary (\$76,768 pro rata), employer funded superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992 (Cwth)</i> and leave loading on annual leave. In addition, the benefits of tax-effective salary packaging are available (including access to Accommodation and Meal Entertainment packaging)
Travel:	The position will require attendance at alternate locations, including other ECLC offices and sites as required, in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed



EASTERN COMMUNITY LEGAL CENTRE

Eastern Community Legal Centre (ECLC) has been working with individuals and communities for over 40 years to resolve legal problems, improve laws and legal processes and alleviate socio-economic disadvantage, ECLC's vision is a community that respects and upholds human rights, fairness and justice.

ECLC provides legal services, including information and referral, education, advice and advocacy, primarily to people living in Boroondara, Manningham, Whitehorse, Maroondah, Knox and the Yarra Ranges, as well as some specific services in Monash.

ECLC aims to make legal help available to all those in the community who would otherwise not have access to a lawyer, whilst prioritising services and targeting programs to those who experience acute disadvantage.

POSITION CONTEXT

Funded by the Department of Premier Cabinet, the Matter of Respect project will work closely with culturally and linguistically diverse and faith communities (Burmese and Indian) in Melbourne's eastern region to build capacity of communities to better understand family violence and its prevention.

The project will engage with key community leaders within the Burmese, Indian and faith communities to develop a culturally safe and engaging way of working directly with the community to build awareness and understanding. Importantly, this project will have a primary prevention focus that aims to build capacity of community to understand the drivers of family violence and explore culturally sensitive strategies and activities to address gender inequality as a key driver of family violence and violence against women.

COLLABORATES WITH

ECLC directors, management, employees and volunteers. Partner agencies. State Government

DECISION MAKING AUTHORITY

Decision-making authority over day to day workflow. Strategic or program decision making made in consultation with the Manager – Partnerships and Community Development (Outer East).



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
1.	<p>Project Management</p> <p>1.1 Coordinate the development and delivery of the project to achieve its objectives within a complex stakeholder environment to improve the sector’s understanding of family violence and the prevention of violence against women.</p> <p>1.2 Develop and monitor a project plan to guide the project, ensure objectives are achieved and facilitate reporting and evaluation requirements.</p> <p>1.3 Maintain and where appropriate develop policies, protocols and systems in collaboration with program partners, and facilitate cross-agency orientation, training and communication.</p> <p>1.4 Ensure compliance with relevant funding and other agreements, including timely reporting and accountability requirements.</p> <p>1.5 Utilise learnings from the Project to inform ECLC’s own response to addressing and preventing family violence and violence against women.</p>	<p>Communicate effectively with project partners, agencies and other relevant networks within the region to ensure key milestones are met.</p> <p>Produce reports as required to comply with funding requirements.</p> <p>Actively participate in internal planning and development in the area of preventing family violence and violence against women.</p> <p>Engagement and consultation with a diverse range of Burmese, Indian and Faith leaders and community members in the eastern region.</p>
2.	<p>Partnership Development and Collaboration</p> <p>2.1 Develop effective and mutually beneficial relationships with project partners.</p> <p>2.3 Collaborate with project partners, relevant services and networks within the region.</p> <p>2.4 Represent ECLC and the Project in a variety of forums that will enhance service provision and heighten the profile of ECLC/the Project.</p>	<p>Facilitate and lead regular meetings of project partners.</p> <p>Participate in external forums as ECLC’s representative as required.</p> <p>Provide reports (verbal and written) to both internal and external stakeholders as required.</p>
3.	<p>General</p> <p>3.1 Adhere to all ECLC centre policy and procedures as varied from time to time</p> <p>3.2 Undertake professional development in consultation with Partnerships & Community Development Manager Outer East</p> <p>3.3 Participate in supervision with Partnerships & Community Development Manager Outer East</p>	<p>ECLC policies and procedures adhered to at all times</p> <p>Actively participate in supervision on a six weekly basis</p>



KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

Mandatory Qualifications

- Tertiary qualifications in the social, health or behavioural sciences, or significant demonstrable experience.

Essential Knowledge & Skills

- Able to explore and understand the multiple dimensions to family violence and violence against women in CaLD communities.
- Relevant experience engaging in community consultation, particularly with members of disadvantaged and vulnerable communities.
- Highly consultative and collaborative approach; able to engage agency stakeholders positively and build ongoing collaborative partnerships.
- Demonstrated project coordination experience in a community setting.
- Understanding of and experience working within a primary prevention framework.
- Ability to work effectively both independently and under the direction of a supervisor.

Desirable Knowledge and Skills

- A broad understanding of family violence within the context of family violence and its prevention in Victoria.
- Community language or experience working with people from culturally and linguistically diverse (CALD) background, particularly the Burmese or Indian communities.

Personal Attributes

- Ability to contribute to a positive working environment
- Team orientation
- Ability to work under pressure
- Discretion and professionalism



MANDATORY REQUIREMENTS OF ALL EMPLOYEES

Commitment to ECLC Vision, Mission, Aim and Values

- Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct

Engagement

- Actively participate in regular professional supervision, debriefing, performance reviews, centre planning and evaluation, professional development and relevant meetings

Integrity

- Adhere to expected standards of behaviour and demonstrate integrity as detailed in the ECLC Code of Conduct and centre policies and procedures

Inclusiveness

- Value social and cultural inclusiveness as a strength and engage positively through employment activities and conduct

Consumer/Client-Centred

- Prioritise the needs of consumers and clients, demonstrate commitment to client empowerment and works towards equitable access to legal services

Self-Referral

- It is Centre policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms

Pre-employment Verification

- Appointment may be subject to satisfactory completion of screening requirements including but not limited to:
 - provision of a current practising certificate
 - A valid Employee Working With Children Check
 - National Criminal History Check
 - International Criminal History Check
 - verification of work rights in Australia
 - certified copies of qualifications.

APPLICATION PROCESS

Applications including resume and cover letter demonstrating your suitability for the position to be submitted by 12.00am on Sunday 28 July to employment@eclc.org.au

The recruitment process is expected to comprise two stages for short-listed applicants:

- A face-to-face interview with the selection panel; and
- Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: www.eclc.org.au

Questions: Please contact Kate Gibson on (03) 9762 6235