**Project Officer – Youthlaw**

POSITION DESCRIPTION & HOW TO APPLY

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| **Position Title** | Project officer |
| **award** | Conditions of employment comply with the Community Legal Centres Multi-Business Agreement (MBA) Certified Agreement 206-2009 and pay rates in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS). |
| **Full-Time/Part-Time** | PART-TIME, 0.8FTE to O.9FTE (4 days a week or 9-day fortnight).  3 year contract subject to probation ( 6 months) |
| **classification** | SCHCADS Award  Range : Level 5.3 to 6.1  Full-time base salary for Level 5.2 is $88,703 and Level 6.1 is $92,694. |
| **remuneration** | In addition:   * 10% superannuation * Additional paid leave between Christmas and New Year’s Day. * Benefits of tax-free salary packaging |
| **Reports To** | Deputy CEO , Youthlaw |
| **Contact to discuss position** | Deputy CEO Joanne Ellis |
| **Contact details** | [joanne@youthlaw.asn.au](mailto:joanne@youthlaw.asn.au) |

## POSITION CONTEXT

Youthlaw is a state-wide not for profit legal service that provides free legal advice and representation to vulnerable and disadvantaged young people under 25 years of age. We were established in 2001.

The position is an exciting opportunity to program manage and assist Youthlaw deliver 2 innovative legal programs in Ballarat.

The project officer will be employed by Youthlaw but based at Ballarat Community Health (BCH):

1. To assist establishing and co-ordinating a new pilot program *Stand Up For Our Rights*, delivering legal services & empowering young people in 15 Out of Home Care homes in Ballarat. The project will test an innovative approach to build the capacity of young people in residential care to assert and protect themselves & make informed decisions. A summary of the project is available on our website with this job advertisement.
2. To assist our legal service *Ballarat Youthlaw* to expand to take referrals from both the Ballarat Orange door and the Grampians Orange Door. Ballarat Youthlaw is a health justice legal service that takes referrals from over 30 health & community organisations assisting young people under 25 early and with wrap around long-term support. Increased funding has been provided to increase referrals of young people from the Orange Doors. Otherwise, the service assists with a range of issues such as debts, fines, tenancy, crime and consumer issues.

## KEY RESPONSIBILITIES

* Overall project co-ordination, ensuring we are on track and problem solving any difficulties that arise.
* Ensuring data for the evaluation is being collected & entered
* Assist the project to develop resources, tools and communications to build client engagement with the service.
* To work as a team with the lawyers assisting with contacting /co-ordinating clients and other activities and assist referral of clients to external service systems (legal & non-legal)
* Assist with the development of strong referral pathways (e.g. VLA & services in the area) and relationships with key stakeholders.

## KEY SELECTION CRITERIA

* Excellent communication and written skills
* Excellent organisational, co-ordination and time management skills.
* Interpersonal skills including ability to work as a small team, independently and collaboratively.
* Ability to assist and communicate with young people in residential care
* Ability to build referral pathways and communicate effectively with a range of stakeholders

HIGHLY DESIRABLE

* Experience in client casework
* An understanding of the out of home care service system
* An understanding of family violence and the family violence system
* Experience and /or skills to develop communication content

EXPERERIENCE AND/OR QUALIFICATIONS

* Experience in project co-ordination in a community organisation and/ or qualification such as a degree in social work or youth work or law
* This position might interest a graduate of law , as you will be working closely with three lawyers.
* Eligible to obtain or have a current Working with Children Check

LOCATION, TRAVEL AND WORK OUTSIDE OFFICE HOURS

The position will be based at Ballarat Community Health at their Lucas site.

The position will involve some travel in the Grampians region and occasional work outside normal office hours.

There is some flexibility to work from home however, it is expected that much of the work at least initially will be conducted at the office in order to build the staff team and relationships with all involved in the project.

INSTRUCTIONS FOR APPLICANTS

**Closing date for application – Thursday 7 July, 5pm.**

Please provide ONE letter that is both a cover letter & addresses the key selection criteria (no more than 2 pages).

In addition, provide your CV and two professional referees. We will only contact your referees with your permission.

Please send to the Deputy CEO, Joanne Ellis at [joanne@youthlaw.asn.au](mailto:joanne@youthlaw.asn.au)

**Do you want more information?**

If you have a question, please email [joanne@youthlaw.asn.au](mailto:joanne@youthlaw.asn.au) and she will either reply by email or call you.

**Interview**

We will shortlist applicants and will interview as early as the week of **11th July** **2022,** in Ballarat or by zoom.

If you are not shortlisted, we will be in touch as soon as possible after the interview week.

**Feedback**

Unfortunately, we do not have the capacity to provide feedback to all applicants. Those who are shortlisted will receive feedback where appropriate and otherwise on request.