



POSITION DESCRIPTION

Community Development Officer

Ballarat & Grampians Community Legal Service (BGCLS) is a not-for-profit organisation providing **free** legal advice, information and community legal education to people who live, work or study in the Central Highlands and Wimmera regions of Victoria.

BGCLS assists not only with individual legal matters, but also more broadly in community development, community legal education, capacity building and law and policy reform projects based on the needs of our community.

We actively work in partnership wherever possible, with government, Victoria Legal Aid and other publicly funded legal assistance service providers, pro bono contributors, the private legal profession, community services agencies and other community partners to ensure the best outcomes for their clients and community.

Position Title:	Community Development Officer
Accountable to:	CEO
Reports to:	CEO
Direct Reports:	Nil
Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Community Services Worker.
Level:	Level 3
Conditions:	All conditions are in accordance with the award and the current Community Legal Centres Multi Business Agreement.
Salary Packaging:	The benefits of tax-effective Salary Sacrifice arrangements are available to all staff subject to BGCLS's ongoing Fringe Benefits Tax exempt status.

POSITION SUMMARY

The Community Development Officer coordinates the legal education program for community members and professionals. Community Legal Education is an integral component of our work which requires exceptional stakeholder engagement. The Community Development Officer supports and implements the Monitoring & Evaluation Framework and contributes to general project work.

DUTIES & RESPONSIBILITIES

Community Legal Education

- Plan and coordinate Community Legal Education events with stakeholders and partners
- Liaise with the legal team regarding the design of content
- Network and liaise with potential partners to identify needs and legal education solutions

Monitoring & Evaluation Framework

- Coordinate the distribution of surveys to clients and stakeholders
- Collate responses and prepare required reports
- Contribute to the continuous improvement of the Monitoring & Evaluation Framework

Marketing & Networking

- Develop and issue the quarterly newsletter
- Contribute to social media marketing activities
- Attend networking groups that align with current strategy

Special Events & Projects

- Coordinate activities such as 16 Days of Activism, International Women's Day, Seniors Week and Law Week
- Contribute to special projects as required

EXPECTATIONS OF ALL BGCLS EMPLOYEES

Health and Safety

- Create, maintain, and foster a safe workplace
- Identify, report & correct any unsafe acts, conditions, or behaviours according to BGCLS's Policies and Procedures and OH&S requirements

Risk Management

- Ensure compliance with all requirements of the Risk Management guide for Community Legal Services
- Operate within BGCLS policies, procedures, funding guidelines, practice directions and legislative requirements

EEO and legislative requirements

- Support equal opportunity
- Require all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, and sexual orientation
- Encourages applicants from diverse backgrounds

Professional Development

- Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil the responsibilities of the position and comply with CPD requirements if required

Code of Ethics and Conduct

- Actively support BGCLS vision, purpose, and values
- Ensure compliance with BGCLS Code of Ethics and Conduct
- Supports equal opportunity and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation

KEY SELECTION CRITERIA

1. Demonstrated experience in end-to-end event management
2. Ability to engage a diverse range of stakeholders with a focus on relationship management
3. Ability to design creative and engaging marketing strategies for a diverse range of target groups
4. Demonstrated interest in social justice, particularly for the vulnerable and disadvantaged members of our community
5. Exceptional attention to detail and the ability to work to specific timeframes

QUALIFICATIONS

- Relevant qualifications and/or experience
- Current Victorian Driver's Licence
- Cleared National Police Record Check (it is the responsibility of all staff to notify the organization immediately if there are any changes to their criminal records status)
- Current right to work in Australia
- Valid, employer Working with Children Check
- Physical ability to safely undertake all aspect of the position

ACCEPTANCE OF POSITION DESCRIPTION

I acknowledge that I have read and understand the Key Responsibilities of my position:

Full Name:

Date:

Signature: