



# POSITION DESCRIPTION

## Community Engagement Officer

Ballarat & Grampians Community Legal Service (BGCLS) is a for-purpose organisation providing **free** legal advice, representation, information and community legal education to people who live, work or study in the Central Highlands, Grampians 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.

<b>Position Title:</b>	Community Engagement Officer
<b>Accountable to:</b>	CEO
<b>Reports to:</b>	Project Manager – Health Justice Partnerships
<b>Direct Reports:</b>	Nil
<b>Location:</b>	Horsham
<b>Travel:</b>	This position will require regular travel in the Grampians region
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Community Services Worker.
<b>Level:</b>	Level 3.3
<b>Conditions:</b>	All conditions are in accordance with the award and the current Community Legal Centres Multi Business Agreement.
<b>Salary Packaging:</b>	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**

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The Community Engagement Officer will develop and implement strategies to engage local communities in the Grampians region which are tailored to the unique needs of the communities. Working within the context of a health justice partnership, the Community Engagement Officer

will work collaboratively with the project team and our partner service providers to achieve project outcomes.

## **DUTIES & RESPONSIBILITIES**

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### **Community Development**

- Develop strategies to engage with local communities for service delivery, awareness raising and community legal education with a focus on the health justice partnership
- Work collaboratively with communities to implement the project deliverables which are meaningful and relevant to each community
- In conjunction with the Digital Content and Social Media Coordinator, develop marketing plans which maximise the existing resources in each community

### **Project Management**

- Contribute to the development of a project implementation plan that aligns with research informed Health Justice Partnership frameworks
- Approach community engagement activities with a mindset of innovation and best practice
- Ensure community engagement activities achieves funding target and requirements
- Problem solve collaboratively internally and with partners to achieve optimum outcomes for clients and community members
- Contribute to the reporting requirements for funding acquittals and to advocate for identified needs in various communities across the region

### **Stakeholder Engagement**

- Develop formal and informal partnerships to deliver project purpose and strengthen broader service delivery of BGCLS in communities across the region
- Through networking and proactive relationship building, establish connections with stakeholders that support the implementation of the projects and provides a foundation for further opportunities

### **Administration**

- Maintain records of activity that align with reporting requirements
- Provide general customer service support at BGCLS offices as required
- Other duties as reasonably directed

## **EXPECTATIONS OF ALL BGCLS EMPLOYEES**

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### **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**

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1. Experience in project delivery within the community services sector
2. Ability to design community development strategies within the project guidelines and funding requirements
3. Demonstrated ability to think innovatively and with a best practice mindset
4. Experience in working collaboratively with stakeholders to achieve the desired outcome
5. Understanding of a range of communities within the Grampians region

## **QUALIFICATIONS**

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- Tertiary qualifications in relevant discipline, or equivalent 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