



<b>Position Title:</b>	<b>Project Coordinator</b>
<b>Terms of Employment:</b>	12- month Maximum Term
<b>Hours:</b>	Part time – 22.8 hours per week
<b>Reporting to:</b>	Executive Officer
<b>Location:</b>	Ballarat
<b>Employment Conditions:</b>	In accordance with the Community Legal Centres Multi Business Agreement, Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS), NES and applicable legislation.
<b>Probationary Period:</b>	A three-month probationary period applies, which may be extended by an additional three-months. Employment may be terminated by the employee or BGCLS within the probation period with one week's written notice.
<b>Classification and Pay Rate:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Community Services Worker. All conditions are in accord with the award and the 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.

<p><b>Ballarat &amp; Grampians Community Legal Service</b></p> <p>Ballarat &amp; 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.</p> <p>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.</p> <p>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.</p> <p><b>Our Vision</b> Striving for an informed community with access to justice through the law.</p>
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<b>Our Purpose</b>	
Providing high quality professional legal services, education, support, and advocacy to promote inclusion and enhance collaboration.	
<b>Our Values</b>	
Integrity, respect, inclusivity, confidentiality, accountability & collaboration	
<b>Ballarat &amp; Grampians Community Legal Service duties and responsibilities</b>	
Health & Safety	<ul style="list-style-type: none"> <li>• Create, maintain, and foster a safe workplace</li> <li>• Identify, report &amp; correct any unsafe acts, conditions, or behaviours according to BGCLS's Policies and Procedures and OH&amp;S requirements</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Ensure compliance with Risk Framework</li> </ul>
EEO and legislative requirements	<ul style="list-style-type: none"> <li>• Support equal opportunity</li> <li>• Require all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, and sexual orientation</li> <li>• Encourages applicants from diverse backgrounds</li> </ul>
Code of Ethics and Conduct	<ul style="list-style-type: none"> <li>• Actively support BGCLS vision, purpose, and values</li> <li>• Ensure compliance with BGCLS Code of Ethics and Conduct</li> <li>• Operate within BGCLS policies, procedures, funding guidelines, practice directions and legislative requirements</li> <li>• 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</li> <li>• BGCLS encourages applicants from diverse backgrounds</li> <li>• Adhere to BGCLS Team Charter</li> </ul>

<b>Position Purpose &amp; Context</b>	
<p>This position will coordinate the expansion of our Integrated Legal Service within Maternal and Child Health Services in our catchment.</p> <p>This position will be required to prepare and deliver promotional presentations, cross sector training in collaboration with the Family Lawyer and provide ongoing non-legal support to the Family Lawyers throughout the life of the project.</p>	
<b>Decision making authority</b>	
<ul style="list-style-type: none"> <li>• Decision making authority regarding own day to day work- flow</li> <li>• Decisions relating to work process and planning to be made in consultation with the Executive Officer</li> <li>• Decisions relating to all operational matters to be made in consultation with the Executive Officer</li> <li>• Decisions relating to the provision of legal service and legal information materials in consultation with the Principal Lawyer</li> </ul>	
<b>Key Responsibilities</b>	
Key duties and	<ul style="list-style-type: none"> <li>• Develop, implement and manage a project plan to set key</li> </ul>

responsibilities	<p>deliverables and project timelines</p> <ul style="list-style-type: none"> <li>• Develop promotional information in line with BGCLS's style guide</li> <li>• Consult with Maternal &amp; Child Health Services and key contacts to establish relationships and ongoing partnerships</li> <li>• Be the point of contact for project coordination</li> <li>• Monitor project progress and create status reports for the Executive Officer as required</li> <li>• Schedule stakeholder meetings and facilitating communication between partners throughout the life cycle of the project</li> <li>• Carry out tasks as required within the course of the work while providing administrative support to the Family Lawyers involved in the project</li> </ul>
Service Development and Reporting	<ul style="list-style-type: none"> <li>• Collect stakeholder engagement data, client data reports and other accountability documentation as required by the Executive Officer</li> <li>• Liaise with the Executive Officer on a regular basis and attend meetings as required</li> <li>• Participate in organisational development activities and strategies</li> </ul>
Service Development & Reporting	<ul style="list-style-type: none"> <li>• Assist with collection of data and preparation of reports and other accountability documentation as required by the Executive Officer</li> <li>• Work within BGCLS monitoring and evaluation framework</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Undertake appropriate professional development activities as required</li> </ul>
Policy and Procedure	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant workplace policies and procedures including BGCLS's Covid Safe Plan</li> <li>• Adhere to BGCLS Team Charter, Code of Conduct and Conflict of Interest</li> </ul>

## Key Selection Criteria

<b>Project Worker</b>
<p><b>Essential</b></p> <ol style="list-style-type: none"><li>1. Ability to engage with a variety of stakeholders including Maternal &amp; Child Health Service staff, Lawyers and various other stakeholders who work with families</li><li>2. Critical interpersonal communication skills, including communicating with stakeholders and public speaking</li><li>3. Sound organisational skills and ability to manage workload and meet deadlines</li><li>4. Understanding and commitment to principles of social justice and to working effectively with vulnerable and disadvantaged people</li><li>5. Demonstrated experience in coordinating projects, preparation of project plans, milestone and goal setting</li><li>6. Experience in working with data bases and general administrative duties</li><li>7. Ability to work autonomously or as part of a team as required</li></ol>
<p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Experience or knowledge of working in the community sector and a commitment to the philosophy and principles of Community Legal Centres</li><li>2. Qualifications or experience in the field of social science, education or other related disciplines</li></ol>
<p><b>Application Process</b></p> <p>Applications must include the following to be considered:</p> <ul style="list-style-type: none"><li>• Candidate application form</li><li>• Cover Letter</li><li>• Resume/CV</li></ul> <p>Applications should be addressed to Lisa Buckland, EO and forwarded electronically to <a href="mailto:recruitment@bgcls.org.au">recruitment@bgcls.org.au</a> in PDF format.</p> <p><b>Applications will close when a candidate is sourced</b></p> <p>Further Information: <a href="http://www.bgcls.org.au/careers.html">http://www.bgcls.org.au/careers.html</a></p>

**Administration Only - (successful applicant)**

I acknowledge that I have read and understand the Key Responsibilities of my position and I have been provided with a Fair Work Information Statement

Full Name:

Date:

Signature:

CONFIDENTIAL