



Position Title:	Project Worker
Terms of Employment:	Contract- 12 months Parental Leave Position
Hours:	Part time – 22.8 hours per week
Reporting to:	Executive Officer
Location:	Ballarat
Employment Conditions:	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.
Probationary Period:	A three-month probationary period applies. Employment may be terminated by the employee or BGCLS within the probation period with one week's written notice.
Classification and Pay Rate:	Social and Community Services Employee Level 4 Pay Point 1
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.

<p>Ballarat & Grampians Community Legal Service</p> <p>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.</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>Our Vision Striving for an informed community with access to justice through the law.</p> <p>Our Purpose Providing high quality professional legal services, education, support, and advocacy to promote inclusion and enhance collaboration.</p>
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Our Values	
Integrity, respect, inclusivity, confidentiality, accountability & collaboration	
Ballarat & Grampians Community Legal Service duties and responsibilities	
Health & Safety	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ensure compliance with Risk Framework
EEO and legislative requirements	<ul style="list-style-type: none"> • 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
Code of Ethics and Conduct	<ul style="list-style-type: none"> • Actively support BGCLS vision, purpose, and values • Ensure compliance with BGCLS Code of Ethics and Conduct • Operate within BGCLS policies, procedures, funding guidelines, practice directions and legislative requirements • 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 • BGCLS encourages applicants from diverse backgrounds • Adhere to BGCLS Team Charter

Position Purpose & Context	
The Project Worker will support and implement the Monitoring and Evaluation (M&E) Framework and co-ordinate Community and or Professional Legal Education, Stakeholder Engagement and general Project Work.	
Decision making authority	
<ul style="list-style-type: none"> • Decision making authority regarding own day to day work- flow • Decisions relating to work process, operational and planning to be made in consultation with your Executive Officer • Decisions relating to Community Legal Education in consultation with the Principal Lawyer 	
Key Responsibilities	
Key duties and responsibilities	<ul style="list-style-type: none"> • Implementing our Monitoring & Evaluation Framework • Coordinate Community/Professional Legal Education activities in collaboration with external stakeholders • Coordinate and participate in Stakeholder engagement and external working groups as required • Preparation and dissemination of quarterly newsletters • Coordinate activities such as 16 Days of Activism, International Women's Day, Seniors Week and Law Week
Service Development and Reporting	<ul style="list-style-type: none"> • Collect stakeholder engagement data and other accountability documentation as required by the Executive Officer

	<ul style="list-style-type: none"> • Liaise with the Executive Officer on a regular basis and attend meetings as required • Participate in organisational development activities and strategies
Service Development & Reporting	<ul style="list-style-type: none"> • Assist with collection of data for the preparation of reports and other accountability documentation as required by the Executive Officer
Professional Development	<ul style="list-style-type: none"> • Undertake appropriate professional development activities as required
Policy and Procedure	<ul style="list-style-type: none"> • Ensure compliance with relevant workplace policies and procedures including BGCLS's Covid Safe Plan • Adhere to BGCLS Team Charter, Code of Conduct and Conflict of Interest

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Key Selection Criteria

Project Worker
<p>Essential</p> <ol style="list-style-type: none">1. Demonstrated application of qualitative and quantitative evaluation methods2. Excellent interpersonal communication skills with the ability to establish and maintain internal and external stakeholder relationships3. Excellent written communication skills with the ability to write concisely in a range of formats4. Experience using Survey Monkey, imaging and design programs and Microsoft Office Suite5. Ability to work autonomously to manage multiple tasks, prioritise workload and meet reporting deadlines6. Contributing to continuous improvement activities, including feeding back learnings, and providing ongoing data and insights to the program team7. Experience developing and coordinating community and or professional development activities using the principles of community development8. Understanding and commitment to principles of social justice and to working effectively with vulnerable and disadvantaged people
<p>Desirable</p> <ol style="list-style-type: none">1. Experience working in or knowledge of the community legal sector and a commitment to the philosophy and principles of Community Legal Centres2. Qualifications or experience in the field of community development, social science and evaluation
<p>Personal attributes</p> <ul style="list-style-type: none">• Ability to contribute to a positive working environment• Confidence to use initiative, set priorities, organise, and manage reception• Team orientation• Ability to handle difficult conversations• Discrete and professional• Compassionate and empathetic
<p>Application Process</p> <p>Application Process</p> <p>Candidates must email in PDF form the following:</p> <ul style="list-style-type: none">• A covering letter, no longer than one page;• Candidate Application Form• A resume including details of two (2) professional referees. <p>All applications should be addressed to: Lisa Buckland- Executive Officer Applications can be emailed to: recruitment@bgcls.org.au</p> <p>Applications close: Friday 20th May, 2022 at 5.00pm</p>

Further Information on our organisation visit: <http://www.bgcls.org.au/careers.html>

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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:

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