



DAREBIN COMMUNITY LEGAL CENTRE INC.

POSITION DESCRIPTION

Job Title:	Project Manager, Women Transforming Justice
Award/Classification:	Classified under the Community Legal Centres Multi Business Agreement Victoria 2006-2009, Social Community Home Care and Disability Services Industry award 2010 level 7
Contract:	12 months (with an additional 12 months dependant on funding)
Hours:	30 hours per week
Location:	732 High Street, Thornbury Victoria Some travel required within metropolitan Melbourne and regional Victoria

Overview

Darebin Community Legal Centre ('DCLC') is a generalist community legal centre that provides free legal advice, information and casework to people who live, work or study in the City of Darebin. DCLC also runs a duty lawyer service, providing advice and representation to people making applications for Family Violence Intervention Orders at Heidelberg Magistrates' Court. DCLC has also operated a free state-wide advocacy and advice service for imprisoned people for over twenty years.

The Project

In partnership with Flat Out and the Law and Advocacy Centre for Women, Darebin Community Legal Centre will lead and manage the Women's Transforming Justice Project, a decarceration initiative aimed at addressing women's criminalisation and incarceration. The project focuses on the practical target of getting women out of remand and into the community, as well as addressing women's criminalisation on a structural and systemic level. Informed and led by the women with lived experience of criminalisation and incarceration, this project will involve the establishment of a first-of-its-kind specialist court list at the Melbourne Magistrates' Court for women.

The Project Manager will be responsible for the day-to-day management and coordination of the project over two phases:

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| Phase One (6-9 months): | Planning and consulting and development for the project, including the establishment of the specialist women's court list. |
| Phase Two (12-15 months): | Implementation, coordination and evaluation of a pilot specialist list, and securing of ongoing funding. |

The Project Manager will be employed by Darebin Community Legal Centre, and will work with project partners to deliver the project outcomes. The Project Manager will report to the Principal Lawyer (Generalist) and the Manager of DCLC.

Key Responsibilities

1. Develop a detailed project plan, which identifies and sequences activities, targets and milestones.

2. Develop an engagement strategy to ensure leadership from women with lived experience of contact with criminal justice system and to enable meaningful co-design.
3. Establish a steering committee and terms of reference for the steering committee.
4. Establish a communications and engagement strategy to engage stakeholders and to promote the project.
5. Provide oversight and coordination support for partners, Flat Out and the Law and Advocacy Centre for Women, in delivering project outcomes.
6. Ensure that project deliverables are on time, within budget and at a high quality, and ensuring accountabilities to funders and other stakeholders are met.
7. Report to and be guided by a Steering Committee and other Women's Leadership groups
8. Develop an evaluation matrix and evaluate the outcomes of the project.
9. Explore other avenues for growing the project.
10. Perform other relevant tasks as required.

Key Selection Criteria

Essential

1. Knowledge and experience of issues facing women accessing justice and key contributors to the criminalisation of women in Victoria.
2. Demonstrated project management skills and experience, including strategic thinking and planning, and meeting all project outcomes and reporting requirements.
3. Demonstrated experience in working collaboratively, achieving substantial outcomes and supporting the implementation of innovation.
4. Highly developed interpersonal skills, including the ability to manage the expectations of multiple stakeholders (including women with lived prison experience, the Court, other legal service providers).
5. High level organisational skills and demonstrated ability to work independently with minimal supervision.
6. Experience in working in or around courts and court-based services, particularly in the criminal jurisdiction.
7. Demonstrated commitment to social justice and women's decarceration.

Desirable

1. Experience in research and/or evaluation

Applications

Applications should include a CV and cover letter addressing the key selection criteria. Short-listed applicants will be asked to provide details of at least two referees.

Applications and enquiries should be addressed to:

Emel Ramadan
Manager
Darebin Community Legal Centre
732 High St, Thornbury VIC 3071
PH: 03 9484 7753
E: emel@darebinclc.org.au

Applications close 5PM on Monday 4 December 2017. Shortlisted candidates will be interviewed on the week of 11 December 2017. Applications by email are preferred.