



**WESTERN COMMUNITY LEGAL CENTRE LTD**  
**Community Engagement & Development Program Manager Position Description**

<b>Job Title</b>	<b>Community Engagement &amp; Development Program Manager</b>
<b>General</b>	
<b>Vision</b>	Fairness, Safety and Justice for Melbourne's West.
<b>Purpose</b>	We deliver targeted services and drive meaningful change.
<b>Reports to</b>	Director – Policy, Impact and Engagement
<b>Term</b>	Fixed-term contract (12 months) (parental leave backfill)
<b>Scope</b>	You will work with the Policy, Impact and Engagement Program to drive Westjustice's engagement with communities experiencing high levels of disadvantage, and to support community led initiatives that deliver innovative responses to legal and community need.
<b>Key Responsibilities/Expectations</b>	
	<ul style="list-style-type: none"> <li>• Lead Westjustice's community engagement and development, including issue-specific consultations.</li> <li>• Manage Westjustice's relationships with local community groups from key diaspora and/or lived experience groups.</li> <li>• Convene community advisory boards to inform our program design.</li> <li>• Continue to inform communities about developments in the Western Suburbs and related community education and development.</li> <li>• Implement a framework for Westjustice's community engagement across the organisation to ensure genuine, ongoing and culturally safe engagement with our local communities.</li> <li>• Work with community groups to understand emerging community issues and feed them back to relevant programs and the Senior Leadership Team.</li> <li>• Provide event management and other coordination support for community development activities.</li> <li>• Assist the Policy, Impact and Engagement team to develop media and communications to publicise Westjustice's community engagement, including written media, social media and website pieces.</li> <li>• Contribute to internal Westjustice working groups and external networks and steering committees.</li> <li>• Comply with all relevant laws and standards, including Westjustice policies, procedures and guidelines.</li> </ul>

	<ul style="list-style-type: none"> <li>• Establish and maintain best practice and ensure work is of sufficient quality and standard.</li> <li>• Contribute to Westjustice's Monitoring, Evaluation and Learning framework.</li> <li>• Support the Senior Leadership Team to ensure that there is cohesion across the organisation and a positive workplace culture.</li> <li>• Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups</li> <li>• Represent the community engagement angle in the implementation of Westjustice's new Strategy 2024-27 and Impact Areas 2024-27.</li> <li>• Other relevant work as directed.</li> </ul>
<b>Qualifications &amp; Skills</b>	
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience, as a subject matter expert, on community engagement, representation and development.</li> <li>• Demonstrated ability to facilitate and coordinate consultation workshops and boards (particularly with community and/or lived experience groups).</li> <li>• Demonstrated report writing experience, and experience in developing frameworks for community engagement.</li> <li>• Demonstrated ability to work strategically and collaboratively to build strong stakeholder relationships and partnerships across a range of sectors and community groups.</li> <li>• Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of law and the issues faced by vulnerable and/or disadvantaged communities.</li> <li>• Highly developed ability to listen to, engage with, and assist people from culturally and linguistically diverse backgrounds and work within a rights based and empowerment framework.</li> <li>• Excellent organisation, communication and administrative skills.</li> <li>• Demonstrated understanding of and commitment to Westjustice's Vision, Purpose, Strategic Plan and Impact Areas.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Existing relationships and/or lived experience in Melbourne's West.</li> <li>• Prior experience in media, communications and social media work.</li> <li>• Prior experience in writing successful grant applications and / or securing project funding and / or developing and managing budgets.</li> <li>• Prior experience in a project management role and / or strong project management skills and experience.</li> </ul>

*Last Reviewed:  
September 2024*

*Next Review:  
September 2024*