

Position title	Manager, Justice Reinvestment in the West
Employment status	Full time, Fixed term (until 30 June 2026)
Salary Range	As per SCHCADS Award (if applicable)
Position reports to	Director, Engagement and Support
Location	Djirra Melton Centre
Delegation	- Community Engagement Officer - Researcher Officer - Casual staff engaged in the project

Organisation environment
Djirra¹ is an Aboriginal Community Controlled Organisation with over 20 years' experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women's strength and resilience. We are committed to a future without family violence. We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do. Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women's resilience. We are an active member of the National Family Violence Prevention and Legal Services Forum, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.
Background
In September 2024, the Commonwealth Government (Attorney General's Department) confirmed the consortium of ACCOs in the West (with Djirra as the auspice organisation) was successful in their application for a Justice Reinvestment (JR) grant over two years (Western Melbourne JR project). The funding will support the recruitment of a JR team (Manager, Community Engagement Officer, Research Officer and casual staff) to deliver a community-led Justice Reinvestment (JR) design process which will culminate in a JR Strategy and Aboriginal Regional Governance model for the West. The Western Melbourne JR Project will be overseen and led by a Governance Group (GG) composed of Aboriginal Community Control Organisations (ACCOs) and community representatives and Djirra as the contract manager (the Auspicator).
Role purpose
The Manager, Justice Reinvestment in the West will play a key role in the day-to-day operations of the project, act as the secretariat and give regular updates on project implementation to the GG and Djirra to ensure decisions are informed by community priorities. They will also lead stakeholder engagement with other ACCOs, non-government organisations, government entities and potential future funders.

¹ Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.



Key accountabilities

- Oversee the day-to-day operations of the Western Melbourne JR project including its implementation.
- Provide secretariat and other support functions to the Governance Group and ensure that governance and partnership principles are upheld.
- Provide regular updates to the GG on project implementation and ensure the strategies are developed in alignment with cultural protocols and community priorities.
- Co-ordinate with GG community capacity building, training and development in relation to the Western Melbourne JR project.
- In collaboration with the GG, advocate and make visible Aboriginal ways of knowing, being and doing in the West to influence government and other stakeholders to align to the community's agenda.
- Grow and maintain relationships and support participation among GG members to deepen their commitment to Western Melbourne JR.
- Prepare reports, briefs and papers of behalf of the GG for various audiences.
- Lead the monitoring and reporting of key performance measures of the project for different audiences.
- Provide line management, supervision and support to the JR Community Engagement Officer, Research Officer, and community consultants, including overseeing their professional development.
- Manage program resources and oversee the allocation and utilization of program resources, including budgets, materials, and personnel, ensuring efficient and effective use as per Djirra processes.
- Establish and sustain relationships, partnerships and networks with the community, ACCOs and other key stakeholders (government, non-government organisations/services) to work collaboratively.
- Identify and explore additional funding sources for the ongoing delivery of the project and funding for future sustainability.

Key selection criteria

Professional / Functional Skills

- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander communities and cultures with specific understanding of the issues affecting the Victorian Aboriginal community in the West of Melbourne.
- Demonstrated experience working in culturally safe ways with Aboriginal organisations and/or with Aboriginal communities on complex projects.
- Demonstrated experience in successfully leading, managing, and developing staff and providing strategic advice at an advanced level.
- Demonstrated ability to lead complex projects, manage competing priorities with a high level of expertise and professionalism.
- Demonstrated capacity to maintain sensitive information, maintain confidentiality and remain impartial at all times.

Competency

- Integrity – Ability to be genuine, fair and ethical and model Djirra's and GG's values and behaviours to guide decisions, judgements and actions.
- Project Management – Ability to consult on, manage project scopes and briefings, manage projects under limited direction, secure resources and plan and coordinate with relevant stakeholders to address issues and meet timeframes.
- Building sustainable partnerships –Ability to build relationships, partnerships and collaborate with internal and external stakeholders
- Communication - High level written, verbal communication and presentation skills.
- Problem Solving – Proven ability to develop and evaluate solutions with consideration for likely community and organisational impacts, developing contingency plans and ensuring stakeholders are actively engaged in the problem-solving process.



	- Stakeholder Management – Ability to establish collaborative relationships with diverse stakeholders, develop effective stakeholder orientated responses and negotiate consensus across stakeholders when required. - Respect - Values others and respects difference.
Technical Skills	High computer literacy across the MS office suite applications, data management tools and virtual office tools
Qualifications	
Essential - Demonstrated relevant experience in managing community led projects. - A Victorian Employees Working with Children's Check card - Police Check Desirable - Bachelor's degree in related field (i.e. social work, community development, community services, education, justice sector).	
Workplace health and safety	
Djirra is committed to providing and maintaining the health and safety of its employees. All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training e.g. – First Aid training, Fire Warden, etc. Information about these policies is contained in Djirra's Human Resources Policy Manual.	
We are a Child Safe Organisations	
Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an <i>Employee Working with Children Check</i> (in Victoria). An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.	
Other important information	
Djirra's employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to: - Code of Conduct Policy - Occupational Health and Safety Policy - Social Media Use Policy - Privacy Information Policy - Conflict of Interest Policy - Volunteer Policy Information about these policies is contained in Djirra's Human Resources Policy Manual.	
ACKNOWLEDGEMENT	
I acknowledge that I have received a copy of the Position Description and have read and understand its contents.	



Employee name:		
Employee signature:		Date: / /
Manager's name:		
Manager's signature:		Date: / /
HR CHECKLIST		
☐ Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep. ☐ Place one copy of completed form and any attachments on the employee's Performance File. ☐ Retain original completed form and any attachments on the employee's Personnel File. Initials: _____ Date: / /		