



<b>Position title</b>	Community Engagement Officer, Justice Reinvestment
<b>Employment status</b>	Full time, Fixed term (with possibility of extension subject to further funding secured)
<b>Salary Range</b>	As per SCHCADS Award ( <i>if applicable</i> )
<b>Position reports to</b>	Justice Reinvestment Manager
<b>Location</b>	Djirra Melton Centre

### Organisation environment

Djirra<sup>1</sup> 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 Auspicor).

### Role purpose

The Community Engagement (CE) Officer will play a key role in building community connections and leading participatory community engagement activities to ensure the project is informed by community voices and priorities. The CE Officer will form part of the backbone (support) team working with the JR Manager and Research Officer to implement the project under the guidance of the GG. The role will design, lead and facilitate all community engagement activities of the JR project including consultations, workshops, meetings and develop and build relationships across community, with other ACCOs, non-government organisations, and government entities.

### Key accountabilities

In collaboration with the JR Manager and GG:

<sup>1</sup> 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.



- Develop and implement tailored community engagement strategies with diverse groups in the community to ensure representation of community voices and increase community understanding and buy-in for JR.
- Contribute to the development and implementation of community capacity building initiatives.
- Contribute to the design of partnership principles and protocols to guide community engagement in the West.
- Design, plan and organise the logistics/event management & delivery of community workshops and festivals.
- Facilitate the development of communication products and resources for the community and continually refresh the imagery, messages, and recognition of JR across multiple channels within the Aboriginal community and other key stakeholders.
- Support the roles of casual Aboriginal Community Facilitators and support capacity building/mentoring activities.
- Support Aboriginal led design, monitoring, evaluation and learning practices and activities.

#### Key selection criteria

<b>Professional / Functional Skills</b>	<ul style="list-style-type: none"><li>• Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander communities and cultures with specific understanding of the issues affecting Victorian Aboriginal communities in the West of Melbourne.</li><li>• Demonstrated experience working in culturally safe ways with Aboriginal communities and organisations.</li><li>• Demonstrated experience designing and facilitating tailored participatory processes with diverse community groups.</li><li>• Demonstrated project delivery experience, with the ability to scope, plan and implement projects within required timeframes and budgets.</li><li>• Proven ability to build relationships and collaborate with community members and internal and external stakeholders.</li><li>• Demonstrated ability to lead and work effectively as part of a team and with the confidence to recommend changes and encourage others to be contributors.</li><li>• Demonstrated capacity to maintain sensitive information, maintain confidentiality and remain impartial at all times while understanding community dynamics.</li></ul>
<b>Competency</b>	<ul style="list-style-type: none"><li>• Integrity: Ability to be genuine, fair and ethical and model Djirra and GG's values and behaviours to guide decisions, judgements and actions.</li><li>• Organising and Planning – Ability to design, plan and deliver community events and other initiatives aligned with project priorities, identify resources and anticipates and addresses barriers to achievement.</li><li>• Building sustainable partnerships – Ability to foster effective proactive relationships with the community and other key stakeholders.</li><li>• Communication - Ability to produce a variety of communication formats for different audiences.</li><li>• Creativity and inclusivity - Ability to design creative and inclusive initiatives and processes and provide solutions to support ongoing improvement.</li><li>• Respect - Values others and respects difference and shows sensitivity, insight and warmth in working with people with intersecting identities.</li></ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"><li>• Computer literate across the MS office suite applications, data management tools and virtual office tools.</li></ul>
<b>Qualifications</b>	
<b>Essential</b>	<ul style="list-style-type: none"><li>• Demonstrated relevant experience in similar role.</li><li>• A Victorian Employees Working with Children's Check card</li><li>• Police Check</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Bachelor qualification in social work, community development, education, youth, justice or closely related discipline.</li></ul>



## 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 Organisation

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 *Employee Working with Children Check* (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.

All Djirra employees, volunteers and students on placement - must either:

- be fully vaccinated against COVID-19, or
- hold a completed and signed Australian Immunisation Register medical exemption.

We require evidence from each person we engage that they meet the requirements.

## ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

<b>Employee name:</b>			
<b>Employee signature:</b>			
<b>Manager's name:</b>			
<b>Manager's signature:</b>			

## 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:** / /