



ALS

Aboriginal Legal Service (NSW/ACT) Limited



Justice Reinvestment Working Group Coordinator & Project Support Moree Justice Reinvestment

This is an Aboriginal/Torres Strait Islander identified position which is a genuine occupational qualification and is authorized under section 14(d) of the Anti-Discrimination Act 1977.

Contract type	12-month contract (with possibility of extension) Part-time (0.8 Full-time Equivalent (FTE))
Salary range	\$58,340 to \$61,552 (pro-rata) commensurate with experience
Location	Moree, NSW
Submit applications to	Alanna Reneman Operations Manager, Just Reinvest NSW alanna@justreinvest.org.au
Applications close	5:00 pm Wednesday, 26 May 2021
Recruitment notes	<i>This is an Aboriginal/Torres Strait Islander identified position which is a genuine occupational qualification and is authorized under section 14(d) of the Anti-Discrimination Act 1977.</i> The position offered to the Employee is subject to the Employee agreeing to a Police Check and a Working with Children Check.
Employee benefits	Salary Sacrificing At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of Salary Sacrificing a portion of an Employee's salary (Salary Packaging). Salary Packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary. Salary Sacrificing is dependent on the Employee's personal circumstances, the ALS cannot provide financial advice.
Application sections and checklist	Before submitting your application please make sure you have completed all the requirements of the application. <ol style="list-style-type: none"> 1. Completed ALS Application Form 2. Cover Letter 3. Up to date Resume / Curriculum Vitae (CV) 4. A statement detailing how you meet the selection criteria 5. A copy of your current driver's license 6. Copy of Working with Children's Check Incomplete applications will not be accepted.
Position Description	The Position Description can be found at the end of this document.



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ALS Employment Application Form

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

First name	
Last name	
Preferred name	
Phone number	
Email address	
Residential address	
Have you attached a copy of your current drivers' licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children Check, National Police Check and a Criminal Police Check.</i>	
Do you consent to undertaking a Police Check? <i>Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you consent to undertaking a Working with Children Check?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>All employees must provide details of two (2) Referees who are able to provide feedback on your past employment experience.</i> <i>If you do not have an employment references, please provide the details of 2 people who are able to act as a Referee. These people should not be relatives.</i>	
I give consent to the ALS contacting the Referees listed below in relation to my application	Yes <input type="checkbox"/> No <input type="checkbox"/>



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*If you have answered "No",
please provide a reason*

Referee One

Name

Phone number

Email address

Working relationship

Referee Two

Name

Phone number

Email address

Working relationship

**How did you hear about
this position?**

For example:

*ALS Website, Facebook, ALS
Employee, Ethical Jobs,
Koori Mail, Community
Notice Board etc*

Position Description

Working Group Coordinator
Moree Justice Reinvestment
Part time (0.8 FTE) 12-month role

Primary Objective

The role supports the Moree Justice Reinvestment (JR) team by coordinating the JR Working Groups – including the Education and Supporting Families Working Groups. This includes administration, data entry, information co-ordination and following up on actions arising. The community are also exploring work in the area of mental health – and this position will also support this work.

This role also works on a variety of diverse projects as they arise to support collaboration between stakeholders and progress each Working Group. This includes but is not limited to support for the Education Summit and Youth Forum to be held in October 2021. This role will also support other meetings with Aboriginal community members leading JR, meetings around data and with young people.

Reporting Relationships

The position reports directly to the Community Engagement Officer (Moree) and the JR Community Engagement Manager (Sydney). The position works alongside the Project and Administrative Officer in Moree.

The position holder is a staff member of the Project team and as such will contribute together with other work colleagues in collaborative teamwork and team building.

Organisational Environment

Just Reinvest NSW

Just Reinvest NSW supports Aboriginal communities to explore and establish justice reinvestment initiatives and advocates for systemic changes that build safer and stronger communities. It began in 2011 as a strategic initiative of the Aboriginal Legal Service (NSW/ACT) Ltd. The small team is guided by an Executive of Aboriginal and non-indigenous people and supported by a network of champions, youth ambassadors and supporters across the corporate, government and for-purpose sectors.

The Aboriginal Legal Service NSW/ACT

The ALS aims to provide culturally appropriate information and referral, legal advice and court representation to Aboriginal and Torres Strait Islander men, women and children in NSW and ACT.

The Aboriginal Legal Service (NSW/ACT) Limited (ALS) is a public company limited by guarantee and a registered charity.

Justice Reinvestment

Justice reinvestment is a way of working that is led by the community, informed by data and builds strategies to address issues at a local level. The aim is to redirect funding away from prisons and into communities that have high rates of contact with the criminal justice system, through both community-led initiatives and state-wide policy and legislative reform.



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Justice Reinvestment in Moree

Our justice reinvestment work with the Moree community has gathered considerable momentum. Community meetings are currently focusing on building community leadership and Aboriginal community governance.

Circuit breakers including the bail project has commenced. Other initiatives include the Education Summit and Youth Forum.

Working Groups have been established to focus on immediate priorities and actions including:

Education engagement Working Group is looking at both local and peak level engagement between students, families and the Department, working alongside the local Aboriginal Education Consultative Committee (AECG) and Student Councils/Committees.

The Supporting Families to Support Kids Working Group is exploring a “Moree way” to support families who are doing it tough. As with the Education Working group, the focus is to ensure young people and their families are better supported through locally led and designed approaches - rather than being subject to imposed programs from afar.

The Data Working Group is establishing local Indigenous Data Sovereignty Principles under which Moree will collect, distribute, collate and store data that will inform Moree’s strategy for change. It is also identifying what data is required, including statistical data and insights and knowledge held by community members themselves.

Mental Health is an emerging justice reinvestment priority and may develop into a Working Group.

Key Communications

This is a key position within the ALS and the Project and high level plain English written and oral communication skills are essential to meeting the requirements of the role, as well as a hands-on practical and flexible approach to problem solving.

Internal: The position holder will liaise closely with the Just Reinvest (JR) Community Engagement Officer (Moree), the Project and Administrative Officer (Moree), the JR Manager Community Engagement & Partnerships (Sydney) and the Youth Lead (Sydney), as well as interact daily with the other JR team members in Sydney. Communication and relationship with key management and staff of the ALS may also be required.

External: Externally the position holder will be required to establish and maintain regular contact and engagement with community members and Working Group members. They will also be required to maintain positive contact and relationships with relevant government and NGO service providers, law and justice bodies and other related project stakeholders.

Key Responsibilities and Accountabilities

Perform responsibilities to a high standard within agreed timelines and in line with ALS vision, mission and values.

Working Group Coordination

- Provide support for the JR Supporting Families and Education Working Groups.
- Providing efficient secretariat support for the Working Groups through:
 - Maintaining up to date email lists for each Working Group
 - Scheduling and organising meetings
 - Organising and sending out Agendas with the Moree JR team and partners
 - Recording and completing minutes



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- Maintaining action registers for each meeting
- Follow up on actions arising from each meeting
- Supporting continued learning and training opportunities for working group members
- Support the Moree JR team in relation to other meetings and work including data, youth and community leading JR meetings
- Work with the JRNSW Data Consultants to create feedback loops and support informed decision making
- Contribute towards data entry and maintaining internal databases
- Effective and efficient management of records
- Work with stakeholders and community to create strong, trusted relationships
- Supporting community and youth participation in Working Groups
- Maintain engagement and involvement with a range of stakeholders relevant to the Working Groups.
- Supporting the JR team with developing and implementing the Moree JR Education Summit and Youth Forum.

Project support:

- Work on specific projects as agreed by the Working Groups and the JR team.
- Support the JR team with preparations for the Youth Forum and Education Summit, including supporting the input of young people into the Forum and Summit.
- Other project support as needed.

Knowledge, Skills and Experience

Skills

- Adaptable and agile working culture
- IT skills and knowledge
- Proven skills in Microsoft Office
- Proven experience coordination meetings including record keeping.

Essential Criteria

- Knowledge and appreciation of the cultural and social needs of Aboriginal people combined with continuing respect and support for Aboriginal cultural practices in dealing with clients, their families, communities and staff.
- Excellent interpersonal skills across a range of stakeholders.
- Commitment to being accountable to the community for your work.
- Demonstrated high quality written skills including quick and accurate recording of minutes.
- A team player – with the ability to work in a small team and with external consultants and staff
- Flexibility, ability and willingness to work in and respond to a varied and evolving work environment.
- Demonstrated ability to work autonomously.
- Excellent time management skills.
- Demonstrated high quality skills in Microsoft Office applications including Word, Excel and PowerPoint.

Desirable



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- Experience working with young people
- Project management experience
- Event management experience



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