

**Project Officer  
Just Reinvest NSW**

*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.*

<b>Contract type</b>	12-month contract (with possibility of extension) Part-time OR Full-time (0.4 - 1.0 Full-time Equivalent (FTE)) depending on the suitability of the chosen applicant
<b>Salary range</b>	\$65,000 (pro-rata)
<b>Location</b>	Paddington, NSW
<b>Submit applications to</b>	<b>Alanna Reneman</b> Operations Manager, Just Reinvest NSW <a href="mailto:alanna@justreinvest.org.au">alanna@justreinvest.org.au</a>
<b>Applications close</b>	5:00 pm Wednesday, <b>30 June 2021</b>
<b>Recruitment notes</b>	<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.
<b>Employee benefits</b>	<b>Salary Sacrificing</b> 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.
<b>Application sections and checklist</b>	Before submitting your application please make sure you have completed all the requirements of the application.  <ol style="list-style-type: none"> <li>1. Completed ALS Application Form</li> <li>2. Cover Letter</li> <li>3. Up to date Resume / Curriculum Vitae (CV)</li> <li>4. A statement detailing how you meet the selection criteria</li> <li>5. A copy of your current driver's license</li> <li>6. Copy of Working with Children's Check</li> </ol> Incomplete applications will not be accepted.
<b>Position Description</b>	The Position Description can be found at the end of this document.

## 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.

<b>First name</b>	
<b>Last name</b>	
<b>Preferred name</b>	
<b>Phone number</b>	
<b>Email address</b>	
<b>Residential address</b>	
<b>Have you attached a copy of your current drivers' licence?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p><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></p>	
<b>Do you consent to undertaking a Police Check?</b> <i>Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.</i>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Do you consent to undertaking a Working with Children Check?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p><i>All employees must provide details of two (2) Referees who are able to provide feedback on your past employment experience.</i></p> <p><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></p>	
<b>I give consent to the ALS contacting the Referees</b>	<b>Yes</b> <input type="checkbox"/> <input type="checkbox"/>

<b>listed below in relation to my application</b>	<b>No</b>
<i>If you have answered "No", please provide a reason</i>	
<b>Referee One</b>	
<b>Name</b>	
<b>Phone number</b>	
<b>Email address</b>	
<b>Working relationship</b>	
<b>Referee Two</b>	
<b>Name</b>	
<b>Phone number</b>	
<b>Email address</b>	
<b>Working relationship</b>	

<b>How did you hear about this position?</b> <i>For example:          ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc</i>	
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## Position Description

### **Project Officer**

#### **Justice Reinvest NSW**

Part-time or full time depending on the chosen applicant.  
(Range from 0.4 - 1.0 full-time equivalent (FTE))  
(12-month role)

### **Primary Objective**

The Project Officer supports the communications, project and administration support needs of the JRNSW team. The position provides office support, administration, data entry, information co-ordination and executive support to the Executive Chair and JRNSW Team. This role also works on a variety of diverse projects with communities as they arise to support collaboration between stakeholders and provide administrative support to project work.

### **Reporting Relationships**

The position reports directly to the Operations Manager and the Co-Chair, Just Reinvest NSW and Managing Solicitor, Justice Projects, Aboriginal Legal Service (NSW/ACT) Ltd (ALS).

The position holder is a staff member of the Just Reinvest 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 ALS. 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 not for profit sectors.

Just Reinvest NSW collaborated with the Bourke community to support the establishment of Maranguka using a justice reinvestment framework and continue to support its important work. We are also working closely with members of the Aboriginal communities in Mount Druitt and Moree to support a justice reinvestment approach in those areas.

Just Reinvest NSW is auspiced by the Aboriginal Legal Service NSW/ACT.

#### **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. It is committed to achieving justice for Aboriginal people and the Aboriginal community. The 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.

## 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 Operations Manager and the Just Reinvest NSW Chair and Managing Solicitor, Justice Projects as well as interact collaboratively with the other team members.

The position holder will also maintain communications and relationships/partnerships with key staff of the ALS as required, in particular in relationship to community-based circuit-breaker initiatives.

**External:** The position holder will be required to establish and maintain regular contact, meetings and interaction with Just Reinvest Executive Committee, members and partners.

## Key Responsibilities and Accountabilities

Perform responsibilities to a high standard within agreed timelines and in line with ALS vision, mission and values. Key responsibilities include, but are not limited to:

- Provide secretariat support to the Executive Committee, Strategic Directions Committee and JRNSW team;
- Provide administrative support in relation to IT, finance and accounts, membership, travel and HR;
- Support event management;
- Respond to public and community requests for information on Justice Reinvestment;
- Assist in preparing grant and funding applications;
- Assist in preparation of media and communications (Annual Report, website, newsletters, media releases, arranging media interviews, social media and website updates)
- Attending and participating in management meetings, seminars, workshops, training and development activities as required;
- Ensuring compliance with the ALS's policies and workplace health and safety legislation and promote the establishment of equal employment and access in accordance with agreed statutory policy;
- Developing and maintaining stable, productive, professional and collaborative intra-office working relationships between all team members;
- Support Just Reinvest NSW in pursuing funding to ensure JRNSW has sufficient resources to operate effectively and enable the development of new initiatives.

## Knowledge, Skills and Experience

### *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 community members and staff;
- A commitment to Aboriginal self-determination, community leadership and empowerment;
- Experience in providing administrative support;
- Ability to work independently, to apply sound judgment when dealing with matters and proven experience in managing projects and delivering outcomes within strict timeframes;
- Sound interpersonal, oral and written communication skills.
- Self-motivated with ability to work with minimal supervision and ability to work as part of a team;
- Willingness to contribute to communication materials (Annual Reports, edit websites and use social media);
- Demonstrated commitment to the effective implementation of Workplace Health & Safety and Ethical and Diversity practices in the workplace.

#### *Desirable Criteria*

- Demonstrated understanding of the justice system, its impacts on Aboriginal and Torres Strait Islander people and the need for community-led justice reinvestment initiatives.

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