



## DAREBIN COMMUNITY LEGAL CENTRE INC.

A program of Fitzroy Legal Service Inc. Reg No A0105338Y

### Women Transforming Justice Project Leadership Program Coordinator

<b>Classification and conditions</b>	<b>Social, Community, Home Care and Disability Services (SCHCADS) Industry Award, Level 6.</b> <b>0.6-0.8 FTE negotiable</b>
<b>Duration</b>	<b>Fixed term until 1 December 2019 commencing ASAP, and with an opportunity to extend subject to further funding.</b>
<b>Location</b>	<b>This position can be based at either our Reservoir or Fitzroy office and will involve travel to the other office and offsite as required</b>
<b>Responsible to</b>	<b>Manager, Women Transforming Justice project</b>
<b>Direct Report/s</b>	<b>None</b>
<b>How to apply</b>	<b>Candidates are requested to email the following as <u>one</u> PDF document:</b> <ul style="list-style-type: none"><li><b>• A covering letter, no longer than one page;</b></li><li><b>• A resume which includes your contact details, education, previous work and volunteer experience.</b></li></ul> <b>Applications should be addressed to Claudia Fatone, Chief Executive Officer, and emailed <i>as soon as possible</i> but no later than 5pm Friday 22 March 2019 to <a href="mailto:cfatone@fitzroy-legal.org.au">cfatone@fitzroy-legal.org.au</a>.</b> <b>If you have any questions about the position, please contact the project manager, Megan Pearce on 0478 562 778.</b> <b>Women, Aboriginal people, people from culturally and linguistically diverse communities, people from recently arrived communities, people with lived experience of criminalisation and people with disabilities are strongly encouraged to apply.</b>

#### About the Women Transforming Justice project

Women Transforming Justice is a two-year pilot project funded by the Victorian Legal Services Board Grants Program and delivered through a partnership between Darebin Community Legal Centre (a program of Fitzroy Legal Service), the Law and Advocacy Centre for Women (LACW) and Flat Out.

Women Transforming Justice was established in response to the increasing number of women in Victorian prisons and provides an integrated, women-specific and community-based response for women in custody on remand. It is a specialised program that can work with women to enhance their prospects of bail and support them to live safely and stably in the community.

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Women Transforming Justice aims to keep women out of prison by providing women on remand with skilled, integrated and women-specific legal representation and intensive outreach support so they can obtain bail and address the drivers of their incarceration while in the community.

The project team will also seek to build the capacity of professionals working with women in the criminal justice system to understand the links between gender and women's criminalisation by collecting data and information, developing and delivering training and education and contributing to the development of laws and policies.

Women with lived experience of prison are leading the work of Women Transforming Justice. Our Women's Leadership Program ensures the views and experiences of criminalised women guide the design and implementation of the project in order to ensure the project meets their needs.

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### About the role

The Coordinator of the Women's Leadership Program has four key responsibilities:

- Coordinating and expanding the program – expanding the Women's Leadership Program, including by identifying women with lived experience of incarceration and criminalisation and ensuring their input is incorporated into the project and building relationships and networks with existing peer organisations;
- Advocacy and systemic reform – working with women with lived experience and the project manager to develop and implement an advocacy and systemic reform agenda;
- Support – providing support to women with lived prison experience who are participating in the Women's Leadership Program;
- Best practice – developing and documenting best practice for working with women with lived experience of incarceration conducting peer-led advocacy and providing peer support.

This role is an exciting opportunity to participate in a genuinely peer-centred project, working closely with women who have been criminalised and incarcerated to achieve the project's objectives. The role involves working directly with criminalised women and other peer-led organisations to drive systemic change across some of Victoria's most pressing social justice issues, including women's over-incarceration, Victoria's housing crisis, family violence and significant failures in the mental health system. With input from women with lived experience, the coordinator will also develop and document best-practice for working with peers and provide guidance and advice to other organisations doing peer-led work.

The Women Transforming Justice project team is comprised of the manager of the project and the coordinator of the Women's Leadership Program, supervised by the Principal Lawyer and working closely with Fitzroy Legal Service's Manager of Social Action, Policy and Law Reform. The project team works closely with the Principal Legal Officer and Senior Lawyer at LACW, and the Team Leader and two Senior Outreach workers at Flat Out.

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### Key duties and responsibilities

#### Expanding the Women's Leadership Program

- Identifying women with lived experience of criminalisation and incarceration (in both the community and in custody) and ensuring their views and experiences guide the design, implementation and evaluation of the project; and
- Establishing and building constructive relationships with existing peer-led organisations, with a view to creating a network of peer supporters for criminalised women.

#### Advocacy and systemic reform

- Supporting women participating in the Women's Leadership Program to develop and document
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a plan for achieving systemic change;

- Working closely with women, the project manager and other key stakeholders to implement this plan, including by engaging with media, policy makers and advocacy organisations.

### Support and coordination

- Providing regular support and advice (one-on-one and in a group) to members of the Women's Leadership Group, including by building their skills and advocating for them with relevant service providers and other organisations where necessary;
- Preparing written documents and policies relevant to the operation of the Women's Leadership Program;
- Convene regular meetings and undertake day-to-day coordination of the Women's Leadership Program; and
- Support women participating in the Women's Leadership Program to be part of the Centre for Innovative Justice's evaluation of the project.

### Best practice

- With input from criminalised and incarcerated women, conduct research and document best practice approaches to doing peer-led and peer-support work with women with lived experience; and
- Provide advice and guidance (in person and in writing) to non-government organisations and government agencies undertaking peer-led work and/or working with people with lived experience.

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## Key selection criteria

### Essential

1. Sound knowledge of the issues affecting women in Victoria's criminal justice system;
2. Demonstrated experience working collaboratively with women using participatory and strengths-based approaches;
3. Demonstrated ability to develop, implement and provide advice about innovative and best practice policies, practices and procedures regarding social work or a related area of practice;
4. Excellent interpersonal skills, including the ability to develop and maintain strong and positive relationships with a wide variety of government, non-government and community stakeholders;
5. Strong administrative and organisational skills, including the ability to meet tight deadlines and achieve agreed objectives;
6. Excellent written communication skills, including the ability to quickly produce high quality written material for a wide variety of audiences and contexts;
7. Ability to work autonomously and as part of a team; and
8. Demonstrated commitment to social justice and feminist principles.

### Desirable

1. Demonstrated knowledge of social work, case management practices or peer support;
  2. Demonstrated experience working in the sectors/statutory systems criminalised women commonly engage with, including drug and alcohol, family violence, mental health, housing, community corrections and child protection; and
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3. Demonstrated experience contributing to advocacy and systemic change initiatives.

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**Other position requirements**

- A current Victorian drivers licence and access to own vehicle
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