



## DAREBIN COMMUNITY LEGAL CENTRE INC.

A program of Fitzroy Legal Service Inc. Reg No A0105338Y

### Women Transforming Justice Project – Manager

<b>Classification and conditions</b>	<b>Social, Community, Home Care and Disability Services (SCHCADS) Industry Award, Level 7.</b> <b>0.8 FTE</b>
<b>Duration</b>	<b>Fixed term, for 7 months commencing 20 May 2019</b>
<b>Location</b>	<b>This position can be based at the Reservoir or Fitzroy office and may involve travel to the other office and offsite as required</b>
<b>Responsible to</b>	<b>Principal Lawyer, Legal Practice</b>
<b>Direct Report/s</b>	<b>Women's Leadership Coordinator</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 details of education, 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 29 March 2019 to <a href="mailto:cfatone@fitzroy-legal.org.au">cfatone@fitzroy-legal.org.au</a>.</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.

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 living 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

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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 Manager of the Women Transforming Justice project has three key responsibilities:

- managing and coordinating the project's integrated service delivery
- designing and leading the project's plans for systemic reform
- supporting and working with women with lived prison experience who are participating in the Women's Leadership Program.

This role is an exciting opportunity to conduct high profile advocacy and drive systemic change across some of Victoria's most pressing social justice issues, including women's over-incarceration, Victoria's housing crisis, the implementation of recommendations made by the Royal Commission into Family Violence and the chronic under-resourcing of mental health services. This systemic advocacy is significantly enhanced by the role's close connection to direct service delivery. This role also provides an opportunity to participate in a genuinely peer-centred project, by working closely with women who have been criminalised and in prison to achieve the project's objectives.

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. 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

#### Project management

- Day to day project coordination and oversight, including liaising with project partners, key stakeholders (Victoria Legal Aid, Corrections Victoria and Court Services Victoria) about referrals and the operation of the project;
- Management of all contractual requirements of the Victorian Legal Services Board Grant Agreement for the project;
- Convening and chairing project steering committee meetings;
- Preparing progress reports to the project steering committee, the project partners and the Fitzroy Legal Service Board;
- Providing significant guidance and support to the evaluation being conducted by the Centre for Innovative Justice and managing the contract for evaluation services; and
- Preparing applications for funding through philanthropic and government sources and pursuing opportunities to grow the project.

#### Systemic reform and advocacy

- Developing constructive relationships with high level government, non-government and academic stakeholders;
  - Preparing and delivering presentations and training to professionals working with
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criminalised women across a range of sectors (alcohol and drug, mental health, family violence, housing, legal, community corrections);

- Attending and presenting at working group/advisory committee meetings convened by government and community organisations to advocate for and highlight the needs and experiences of criminalised women;
- Drafting submissions as part of consultation processes being led by government – for example, regarding the implementation of recommendations from the Royal Commission into Family Violence;
- Conducting research and gathering data and information about the needs and experiences of criminalised women, including women participating in the project;
- Engaging with media and supporting members of the Women’s Leadership Program to do media engagement;
- Identifying opportunities to conduct strategic litigation; and
- Supporting Flat Out and the Law and Advocacy Centre for women in their systemic reform and advocacy efforts.

### Women’s Leadership Program

- Supervising the Coordinator of the Women’s Leadership Program;
- Supporting the Coordinator of the Women’s Leadership Group to prepare documents relevant to the operation of the Women’s Leadership Program, convene meetings and recruit members to the group; and
- Providing regular support and advice to members of the Women’s Leadership Group to assist them with their advocacy, and help them to develop their skills.

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### Key selection criteria

#### Essential

1. Sound knowledge of the issues affecting women in Victoria’s criminal justice system;
2. Strong organisational and project management skills, setting and meeting project deadlines, projecting and managing project budgets, collecting data and supporting evaluations;
3. Demonstrated experience contributing to policy and law reform processes, including through submissions or participation in consultation processes;
4. Demonstrated experience with problem solving and strategic planning, to achieve substantial outcomes and support the implementation of innovation;
5. 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;
6. Excellent written communication skills, including the ability to quickly produce high quality and complex correspondence and high quality written material for a wide variety of audiences and contexts; and
7. Ability to work autonomously and as part of a team.

#### Desirable

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1. Experience practising in criminal law, child protection or family violence law in Victoria;
  2. Demonstrated knowledge of social work or case management practices; and
  3. Demonstrated knowledge of the sectors/statutory systems criminalised women commonly engage with, including drug and alcohol, family violence, mental health, housing, community corrections and child protection.
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**Other position requirements**

- A current Victorian drivers licence and access to own vehicle
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