

Westjustice

WESTERN COMMUNITY LEGAL CENTRE LTD
Student Policy Officer
Position Description

Job Title	Student Policy Officer
General	
Vision	Fairness, safety, and justice for Melbourne's West
Purpose	We deliver targeted services and drive meaningful change
Reports to	Director, Policy, Impact & Engagement Program
Term	1 day per week for 4-6 months
Scope	You will work with the Policy, Impact & Engagement Program for general supervision and support but may be provided with the opportunity to work across other programs and projects based on service requirements.
Location	Sunshine Office and other Westjustice locations as required
Work Type	Volunteer
Key Responsibilities/Expectations	
	<ul style="list-style-type: none">• Actively contribute to the organisation's policy, advocacy and systemic impact work, under general direction from the Director Policy, Impact and Engagement• Assist with tracking and reporting of Westjustice's systemic impact work through regular reporting.• Assist in the development of media and communications to publicise Westjustice's services and advocacy work, including written media, social media and website pieces.• Assist in monitoring and evaluation work, including with Westjustice's Data and Impact Program Manager.• Assist in community development, including with Westjustice's Community Development Program Manager.• Assist with researching key advocacy pieces to aid in addressing disadvantage and unmet legal needs.• Comply with all relevant laws and standards, including Westjustice policies, procedures and guidelines and Code of Conduct.• Contribute to creating and maintaining an anti-racist, child safe and culturally safe service for First Nations and other culturally and racially marginalised groups• Assist with the implementation and review of the Westjustice Strategy 2024-27 and Impact Areas 2024-27• Other relevant work as directed.
Qualifications & Skills	

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<p>Key Selection Criteria</p>	<p>Mandatory</p> <ol style="list-style-type: none"> 1. Demonstrated willingness to learn policy and advocacy work and demonstrated ability to assist with Westjustice’s systemic impact work. 2. Demonstrated ability to work in a fast-paced environment with competing priorities, sometimes with limited direction. 3. Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of the law and the issues faced by vulnerable and/or disadvantaged communities. 4. Excellent organisation, communication and administrative skills. 5. Demonstrated understanding of and commitment to Westjustice’s Vision, Purpose, Strategy and Impact Area. <p>Desirable</p> <ol style="list-style-type: none"> 6. Prior experience working in policy, legal practice, social media, or social services environment or an interest in same.
<p>Other relevant information</p>	<p>To be eligible for this position you must have current work Australian rights (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa).</p> <p>You must apply for and hold a current Working with Children Check. You may also be asked to undergo a National Police Check.</p> <p>Your primary work location will be the Westjustice Sunshine Office but may be required to work from our Sunshine Branches, or other locations as directed.</p> <p>You may be required to travel independently to, and work from, other regional and metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time.</p> <p>You must understand and comply with all Westjustice policies and procedures including Risk Management Guide and Code of Conduct</p> <p>Westjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. Westjustice is committed to being a culturally safe, responsive and respectful organisation. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey.</p> <p>You can view our RAP at https://www.westjustice.org.au/about-us</p>

*Last Reviewed: None
Next Review: N/A*