Peer Advocacy Coordinator
Position Description

1. Overview of Flemington Kensington Community Legal Centre Inc.

The Flemington & Kensington Community Legal Centre Inc. (FKCLC) seeks to ensure that people in the community have equal access to justice. We provide free legal advice and casework service to community members, community legal education to groups and local agencies, a migration advice service and a specialist Police Accountability Project which advocates for victims of human rights abuses by police.

Peer Advocacy Team: Works within our Walking Alongside Program and provides outreach, training mentoring to young people from diverse backgrounds who have experienced or are at risk of experiencing discriminatory policing. The project will build young people’s capacity to take action on their own behalf, to seek redress and advocacy on behalf of their communities. The project acknowledges that peers are best placed to educate and empower their own communities.

About the Walking Alongside Program: aims to improve the health, legal and justice outcomes for clients, their families and communities by providing holistic, empowering and culturally appropriate, individual and community based responses to clients in conjunction with legal support and advocacy.

2. Purpose of the Role

The Peer Advocacy Coordinator is a specialist community organiser role to actively reach out to young people who have been impacted by discriminatory and unlawful police contact and abuse.

The position will coordinate a peer education and advocacy project, engage a team of young people to take on leadership roles to educate their communities and empower them to take on political advocacy strategies which will prevent or reduce discriminatory policing.

Peer Advocacy Coordinator works to support this team of young people via a wide range of activities including organizing, education activities and personal peer-to-peer storytelling and training.

The Peer Advocacy Coordinator works closely with the Advocacy & Law Reform Officer and the Police Accountability legal team to assess and respond to individual and community legal needs around discriminatory, unlawful or negative police contact and advocate for change.

3. Employment Conditions

Hours and contract
Flexible 3 day (22.5 hour) part-time contract position. Days and hours of work are negotiable and will require flexibility and include some out of hours work. Flexitime and Time in lieu arrangements are available. The position is an 11 month contract with the possibility of extension pending future funding.
Salary
$37.22 per hour. ($72,579 pro rata), employer funded superannuation (9.5%) and the benefits of tax-free salary packaging (up to $16,000).

Award
Conditions are currently based on those contained in the SCHCDS Modern Award 2010 and the Victorian Community Legal Centres Multiple Business Agreement 2010-2011.

Location
Based in Kensington; working across Melbourne metropolitan areas as determined by the program.

Travel will be required (eg: to outreach locations, training, meetings and forums). Travel costs will be reimbursed.

Characteristics of this role
The Centre operates under a flat staffing structure and all employees receive wage parity. All staff contribute to decision making, planning and policy development via staff meetings and exercises some managerial responsibilities for the centre.

The Peer Advocacy Coordinator is a specialist role under the supervision of the Executive Officer and works with limited direction and assists in the development of operational policies and practices.

8. Responsibilities

- Support a project steering committee: taking responsibility for scheduling and chairing meetings, preparing meeting agendas, minutes/record keeping;

- Work with Law Reform and Advocacy Officer and other staff in identifying outreach target areas;

- Make contact and develop relationships with young people from diverse backgrounds who have experienced or are at risk of experiencing discriminatory policing;

- Recruit, organize, supervise and support a small team of peer educators;

- Organise and deliver training sessions and forums with peer educators, including day/time/venue;

- Facilitate youth-led forums, and share stories of discriminatory and unlawful police contact and abuse and strategies for justice;

- Help identify and coordinate advocacy and law reform tactics alongside youth/ newly arrived young people;

- Build partnerships with local community, youth and legal networks to support advocacy and law and policy reform strategies led by young people;

- Contribute to Centre policy development and planning;

- Attend FKCLC staff and Police Accountability Team meetings;

Organisational relationships

- Work in the Police Accountability Project team collaboratively as well as independently;
• Work closely with the Executive Officer, the Law Reform and Advocacy Officer and other staff to manage centre;

• Work with volunteers as required

Extent of authority
• This position exercises a high degree of autonomy;

• Manages their own work area and shares numerous managerial functions with staff team.

Requirements of the position: (Selection Criteria)

Skills, knowledge, experience

1. Experience or understanding of the impacts of over-policing and discrimination (either personal or through community networks);

2. Demonstrated ability to practice strength-based approaches when working with CaLD young people and families;

3. Demonstrated experience in training or community or popular education;

4. Demonstrated experience youth, community development, social work, welfare or counselling;

5. Strong and demonstrable commitment to social justice, community development and the aims of FKCLC;

6. Ability to work in a multidisciplinary team and an ability to work collaboratively as well as independently;

7. Ability to assess young person’s support needs, identify risk and enact basic safety planning as required;

8. Experience in working with disadvantaged families, children and/or young people;

9. Ability to organise time, set priorities, work with minimal supervision and seek support when required.

Desirable (but not essential)

1. Previous experience in the Community Legal Sector;

2. Legal, human rights or para-legal training and/or experience;

3. Knowledge of community sector, legal, youth and family agencies and services in the Melbourne metropolitan region.

Culturally diverse or Indigenous candidates are strongly encouraged to apply

Additional Information
If additional information is required contact Anthony Kelly, Executive Officer, on 03 9376 4355.
How to Apply

All applications must address the selection criteria and include a current CV.

Reference Checks
Three referees will be required. Each referee must be in a position to comment knowledgeably about the applicant’s recent work performance. Personal referees are not appropriate.

Additional Information
If additional information is required contact, Anthony Kelly on 03 9376 4355.

Applications
Applications should be marked as confidential and submitted via:

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<tr>
<td>Flemington Kensington Community Legal Centre</td>
<td>Kensington</td>
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<tr>
<td>PO Box 487 Flemington 3031</td>
<td>Fax 03 9376 4529</td>
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<td>Email <a href="mailto:ceo@fkclc.org.au">ceo@fkclc.org.au</a></td>
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Closing Date: 5.00pm Friday 5th August, 2016

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