

## Project Officer

### Organisation Overview

Circle Green Community Legal (**Circle Green**) is a community legal centre providing humanitarian, tenancy, workplace, and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach, and support.

Circle Green provides accessible justice and seeks to create system, place and space to ensure a safety net of best practice legal advice, education, and advocacy. Services aim to assist people who are otherwise disadvantaged in their access to legal services.

Specialist services also support other providers of community legal services to develop local service capacity and to build strong referral pathways.

### Values



### Role Contribution

This role supports specialised projects within Circle Green's Workplace Team, with a strong focus on workplace sexual harassment, discrimination and employment law services for women and gender-diverse people.

The Project Officer performs high quality project management and support activities across specific projects within the Workplace stream to meet outcomes related to empowerment and access to justice, and cultural change.

### Key relationships

- Reporting to the Project Manager.
- Supporting the Workplace Team's specialised projects.
- Working with Circle Green lawyers, client services coordinators, advocates, administration staff and central support functions.
- Working with project partners

### Key Responsibilities

## Project Management

- Develop and implement project activities under the direction of the Project Manager.
- Provide a range of project management and support services, including preparation of reports and briefs, coordinating resources, maintaining project documentation, and contributing to the implementation and monitoring of project plans, to ensure project outcomes.
- Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.
- Liaise with key stakeholders to progress project implementation and evaluation activities.
- Supervise and support junior staff and volunteers as required.
- Carry out project tasks as delegated.

## Research and Content Development

- Undertake research and analysis, identifying trends and preparing project briefs, to support informed decision-making and planning.
- Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.
- Undertake content development and deliver Community Legal Education.

## Team responsibilities

- Implement Circle Green Community Legal policies and procedures and act in accordance with the organisation's mission and values.
- Participate in Circle Green Community Legal team meetings and activities.
- Carry out other duties, consistent with the role, as directed by the Project Manager.

## **Selection Criteria**

### Qualifications

- Degree in relevant field such as community development, gender studies, social sciences etc. Experience
- Prior experience in project coordination, preferably in a not-for-profit setting with a good understanding of project management methodology and tools.
- A demonstrated commitment to human rights and social justice issues.

### Skills

- Comprehensive understanding of violence against women.
- Excellent oral communication and interpersonal skills with the ability to relate effectively with a wide range of stakeholders.
- Excellent written communication skills, with the ability to prepare detailed reports.
- Well-developed research, analytical and problem-solving skills.
- Proven ability to plan, prioritise and manage projects activities with limited supervision.
- The ability to work in a team environment and contribute to the achievement of team goals.