

## 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



#### Fairness

We are fair by embracing inclusion and diversity while working towards equitable access to justice for all.



#### Excellence

We strive for excellence through continuous improvement and reflection, sector leadership, and aiming to be the best in our fields.



#### Compassion

We care through empathy, support and understanding for everyone.



#### Courage

We champion advocacy, curiosity, and innovation by respectfully challenging norms, speaking up for others, and leading with integrity.



#### Collaboration

Our shared purpose thrives on teamwork, trust and open communication.

### Role Contribution

The Workplace Respect Project (the Project) has been established to reduce the prevalence and impact of workplace sexual harassment and discrimination in Western Australia by delivering legal services and community education. The Project Officer performs high quality project management and support activities across the various Workplace Respect Project areas, to meet project outcomes.

Outcomes of the Project include:

- **Understanding legal need**  
Legal need for assistance with workplace sexual harassment is understood and monitored.
- **Accessible legal support**

Appropriate systems and pathways are in place to improve access to legal assistance for people experiencing workplace sexual harassment.

- **Effective legal support**

The legal assistance sector (LASPs, community organisations and private pro-bono lawyers) has increased capacity and capability to respond and adequately support clients and their workplace sexual harassment legal need.

- **Community capacity building**

All workers have increased capability to understand and address workplace sexual harassment.

- **Fair legislation and policies**

Decision makers address systemic barriers faced by people experiencing workplace sexual harassment.

### **Key relationships**

- Reporting to the Project Manager.
- Supporting the Workplace Respect Project team.
- Working with Circle Green lawyers, client services coordinators, advocates, administration staff and central support functions.

### **Key Responsibilities**

#### Project Management

- Develop and implement project activities that support the Project's objectives 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, content development and capacity building

- Undertake content development and deliver community legal education and training.
- 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.
- Regional or interstate travel may be required

### 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.
- Previous experience in developing or delivering training or community education initiatives (desirable).

#### 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.