
POSITION TITLE: Community Educator

REPORTING TO: Client and Community Engagement Manager

CLASSIFICATION: MEA 4-5

POSITION BASIS: Part-time (0.6 FTE)

1. THE ORGANISATION

The Women's Legal Centre is a specialist community legal centre. Our primary legal practice areas are family law, migration law, employment and discrimination law. Within these practice areas we also provide assistance related to domestic and family violence and early intervention Care and Protection matters, victims of crime, and sexual harassment.

The Centre provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation and litigation. The Centre provides legal services within a multi-disciplinary and trauma-informed practice model that incorporates social work, cultural supports and collaborative service models to provide wrap-around support to the most vulnerable and at-risk clients.

The Centre also provides community legal education and input on law and policy development to build government and community capacity to work towards deeper legal and cultural change to redress power imbalances and address violence and gender inequality.

2. POSITION SUMMARY

The Community Educator is part of the Client and Community Engagement Team and works under the general direction of the Client and Community Engagement Team Manager.

The Community Educator is responsible for the development and delivery of community and professional education programs and community education materials about domestic and family violence.

She is also responsible for coordinating the development and delivery of the Centre's training offerings from across the Centre's primary practice areas in line with the Centre's Community Legal Education Policy. She is the primary contact point for external agencies in relation to requests for training.

3. KEY RESPONSIBILITIES

1. *Community Education*

- 1.1. Facilitate high quality domestic and family violence community education & training sessions to a range of participants across government, non-government and community organisations.
- 1.2. Develop and maintain a strong level of competence in principles of adult learning and community education, with a focus on domestic and family violence.
- 1.3. Use the principles of adult learning to create safe and inclusive learning environments.
- 1.4. Contribute to the development and refinement of the Centre's community education and training products.
- 1.5. Implement the Centre's Community Legal Education Policy.



2. Stakeholder Engagement

- 2.1. Coordinate requests for community education.
- 2.2. Represent the Centre in a variety of public forums to promote and activate the Centre's work and experience to improve outcomes for women.
- 2.3. Identify, develop and maintain relationships with external stakeholders to inform stakeholders of the Centre's work, identify service gaps and create opportunities for collaboration and partnerships.

3. Organisational responsibilities

- 3.1. Provide input for Centre reports and other publications as requested.
- 3.2. Participate in regular supervision and yearly performance reviews.
- 3.3. Participate in reflective practice, clinical debriefing and/or other staff wellbeing initiatives.
- 3.4. Undertake ongoing professional development in accordance with legal professional regulations and in consultation with your supervisor.
- 3.5. Ensure compliance with policies and procedures of the Centre.
- 3.6. Participate in the Centre's planning with staff and Board.
- 3.7. Attend regular staff meetings as required.
- 3.8. Other relevant duties as directed.



REQUIREMENTS

1. Certificate IV in training and assessment or other relevant facilitation training qualifications/experience.
2. Current Working with Vulnerable People Card or ability to obtain

SELECTION CRITERIA

Essential

1. Demonstrated facilitation skills and experience in delivering training to adult learners.
2. Strong interest in community education and principles of adult learning, especially in relation to raising awareness of and influencing attitudes to domestic and violence.
3. Exceptional organisational skills and ability to work autonomously.
4. Ability and desire to work in a trauma-informed service delivery model, including working with a multi-disciplinary team and collaborating with other parties to deliver training outcomes.
5. Personal commitment to reflection and self-care to build resilience and minimise the impact of vicarious trauma.

Desirable

1. Experience working with women and/or children affected by domestic and family violence.
2. Ability to translate complex processes or ideas into language and resources accessible by people with low education or literacy levels, English as second language speakers and/or people affected by trauma.