



## POSITION DESCRIPTION

<b>Position title</b>	Communications, Community Engagement and Data Support Officer Maranguka Justice Reinvestment, Bourke
<b>Employment status</b>	12 month contract
<b>Employer organisation</b>	ALS NSW/ACT Just Reinvest NSW is auspiced by the ALS NSW/ACT
<b>Position reports to</b>	Backbone Coordinator, Maranguka Justice Reinvestment
<b>Salary package</b>	\$62,000 - \$69,000 (dependent on experience, skills, qualifications as demonstrated in your application and interview). Inclusive of superannuation.(optional salary packaging)
<b>Location</b>	Maranguka Hub, Bourke, NSW
<b>Position contact</b>	Nicole Mekler Coordinator, Just Reinvest NSW 0412 483 170 <a href="mailto:nicole@justreinvest.org.au">nicole@justreinvest.org.au</a>

### PRIMARY OBJECTIVE

The Communications, Community Engagement and Data Support Officer (Maranguka Justice Reinvestment) works as part of a multi-disciplinary team to provide communications and community engagement support to the Project. This role works on a variety of diverse projects as they arise to support a better understanding of Maranguka amongst community members, services and other stakeholders. The role will also provide data support to the Project.

### RESPONSIBILITIES

#### Community Engagement

- Manage the planning and implementation of the community engagement strategy
- Work with stakeholders and community to create strong, trusted relationships
- Ensure that the community is part of the decision-making process under the overarching strategy of *Growing Our Kids Up Safe Smart and Strong* (see Organisational Environment below)
- Maintain regular contact with community and Bourke Tribal Council members, Journey to Healing Women's Group, Men of Bourke and the Maranguka Youth Advisory Council.
- Support the Administration and Project Officer to deliver on community engagement initiatives

#### Communications

- Manage the planning and implementation of the communications strategy
- Develop and maintain post digital content (social media and website)



- Manage the Maranguka website
- Develop, manage and send e-newsletters
- Create communications support materials
- Ad hoc communications support

### **Data Support**

As part of this role, data support will be offered. This will involve working with the Community Data Manager to undertake:

- Data collection (including administrative data and community survey data)
- Development of data and communication tools
- Community engagement utilising the data tools
- Data entry

### **PERSONAL ACCOUNTABILITY**

- Compliance with the values, code of conduct, policies and procedures and relevant government legislation and standards applicable to employees of ALS NSW/ACT
- Work collaboratively with community leaders and other key stakeholders.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Demonstrate ethical and professional conduct.
- Positive attitude that drives the collaborative efforts of Maranguka Justice Reinvestment and the community.

### ***Essential Criteria***

- Knowledge and appreciation of the cultural and social needs of Aboriginal people combined with continuing respect and support for Aboriginal cultural practices in dealing with clients, their families, communities and staff
- Proficient in Microsoft Office software - Excel, Word and Powerpoint
- Flexible and able to work effectively under pressure- demonstrated ability to manage varied and conflicting demands to agreed standards and timelines
- High level interpersonal, written and communication skills
- Experience with website building and updating
- Experience planning and implementing community engagement strategies
- Work with stakeholders and community to create strong, trusted relationships
- The ability to respond to a changing environment and working in a small team including external consultants and part time staff
- Demonstrated ability to work autonomously

### ***Desirable criteria***

- Experience with working with data collection.
- Experience working within a collective impact, community-led model



## REPORTING RELATIONSHIPS

The position reports directly to the Backbone Coordinator of Maranguka.

This position is based in the Maranguka Hub in Bourke, under the leadership of the Executive Director of Maranguka and will also work closely with the Operations Director.

The position also works closely with the Community Data Manager as part of the Data support with this position.

As the auspicing organisation, the Aboriginal Legal Service ACT/NSW Ltd will manage administration, policy and procedure relating to the role.

## ORGANISATIONAL ENVIRONMENT

### Maranguka Justice Reinvestment

Maranguka Justice Reinvestment is a partnership between Maranguka and Just Reinvest NSW, is a highly innovative initiative that uses a Collective Impact approach to reduce youth offending and incarceration, build alternative pathways for young people, and increase community safety.

The Bourke Tribal Council has developed *Growing Our Kids Up Safe Smart and Strong*. It contains goals, measures and strategies for Maranguka Justice Reinvestment focused on 3 key areas for which working groups have been established:

- Early childhood;
- 8-18 year-olds;
- The role of men in the community.

Using a collective impact approach, the Maranguka Justice Reinvestment team will facilitate the implementation of the community's goals, measures and strategies.

### Just Reinvest NSW

Just Reinvest NSW is a coalition of organisations and individuals that have come together to address the significant over-representation of Aboriginal young people in custody through a Justice Reinvestment framework.

Justice Reinvestment is a place-based, data-driven approach to justice that builds stronger communities by redirecting money that would be spent on prisons into early intervention, crime prevention and diversion.

In 2013, Just Reinvest NSW began a partnership with the Aboriginal community in Bourke to implement the first major justice reinvestment trial in Australia, the Maranguka Justice Reinvestment Project in Bourke.

### Aboriginal Legal Service

The Aboriginal Legal Service NSW/ACT Limited (ALS) is a public company limited by guarantee and registered charity. It is primarily funded by the Australian Government Attorney-General's department



and managed by an Aboriginal Board and governed by the ALS Company. The Company consists of thirty Aboriginal people from NSW and ACT and Company members are elected for three-year terms and represent their community.

The ALS is one of the largest Aboriginal legal practices delivering legal services to Aboriginal people in Australia. With over 200 staff, we provide information and referral, legal advice and court representation in criminal law, family law and care and protection law to Aboriginal men, women and children in 22 offices across urban, regional and remote NSW and ACT.

The ALS aims to provide culturally appropriate information and referral, legal advice and court representation to Aboriginal and Torres Strait Islander men, women and children in NSW and ACT. We assist in criminal law, children's care and protection law, and family law and we provide information and referral for civil law matters. We also assist with community legal education, custody notification and prisoner through-care in the ACT, tenancy advocacy and community based programs/projects.

The ALS is committed to achieving justice for Aboriginal people and the Aboriginal community. This is achieved by: ensuring the ALS remains committed to being community focussed; being fearless in our advocacy; accountable and ethical and aiming to make a difference to create better futures; while also acknowledging and respecting Aboriginal traditional values and cultural practices.

## KEY COMMUNICATIONS

This is a key position within the ALS and the Project and high level plain English written and oral communication skills are essential to meeting the requirements of the role, as well as a hands-on practical and flexible approach to problem solving.

**Internal:** The position holder will liaise closely with the Executive Director of Maranguka as well as the external Project Director (Sydney-based), and interact daily with the other Maranguka team members. Communication and relationship with key management and staff of the ALS may also be required.

**External:** Externally the position holder will be required to establish and maintain regular contact and engagement with community members, Working Group members, and the Bourke Tribal Council. They will also be required to maintain positive contact and relationships with the relevant government service providers, law and justice bodies and other related project stakeholders.