

Position Description

Position Title:	Regional Housing Collaboration - Project Lead
Department:	Strategy and Impact
Classification:	MEA Level 6
Primary Office Location:	Bendigo or Shepparton, with travel to other sites and locations
Employment Status:	Full-time Two Years Fixed Term - 1.0 FTE
Reports To:	Director Strategy and Impact

ARC Justice

ARC Justice is an independent, for purpose, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice. We exist so that rights are known and acted upon, and communities are fairer. To achieve this our programs deliver accessible legal services, tenancy advice and support to people in regional and rural Victoria who experience disadvantage relating to their housing, family, relationship, consumer, economic, social and civil rights. We walk with First Nations people and communities. We deliver community education and advocate for systemic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation, and we work with local partners to ensure a whole-of-person approach to our work.

Organisational Context

ARC Justice engages with the communities across our broad catchment of thirteen local government areas to understand their challenges and priorities. Communication systems optimised to ensure responsiveness and inclusivity are critically important to how we work. We lead and contribute to advocacy to systemic solutions to regional problems. An essential element of our approach to advocacy is that the client and community voice is amplified.

The Strategy and Impact Team leads the community engagement, education, and communication streams across the organisation. It also ensures our service design is evidence-based and that our impact is expertly measured, told in impactful ways, and places our clients and communities at the centre of our work.

The organisation's teams include two community legal services with a blend of lawyers and legal support staff providing integrated holistic services with social workers and community service workers, including a renter advocacy team supporting tenants to exercise their rights. Our programs are supported by high quality corporate functions across Finance and People and Culture.

We also work closely with an extensive and diverse range of community sector, health and government organisations.

Role Purpose and Summary

The Regional Housing Collaboration - Project Lead plays a pivotal role in engaging regional Victorian organisations and communities to understand the existing service landscape, identify improvements to the existing system and develop priorities to improve responses to regional housing challenges. The Project Lead will manage the entire life cycle of the *Collaborate for Change: Advancing Housing Justice in Regional Victoria* project.

The Project Lead will guide all six regional community legal services to develop an understanding of the problems faced by regional renters and those experiencing or at risk of homelessness, how they currently seek assistance, and opportunities to improve service coordination and collaboration across the broader housing sector. It will involve taking a systems approach, identifying evidence-based solutions and being able to demonstrate the effectiveness of initiatives implemented as well as scoping scalability and impact of proposed improvements. The project will culminate in a report and a housing summit where community legal services, people with lived experience and other allied organisations across the health and community services will meet with decision makers to discuss effective systems improvements to tackle the housing crisis as it is experienced in regional Victoria.

The role will work closely with the project's Impact and Evaluation Lead (based at Barwon Community Legal Service) and will support project delivery across the six community legal centres, including ARC Justice, who will each employ a Housing Collaboration Coordinator.

As a part of the ARC Justice team, the Project Lead will contribute to improving individual and community wellbeing and resilience through connection with community legal services. The role collaborates with internal ARC Justice teams to focus on stakeholder engagement, project coordination, and monitoring and evaluation activities.

Key Responsibilities

Systems design and innovation

- Work with team members and other stakeholders to synthesise information about complex systems, clarifying important relationships and identifying opportunities to build connections.
- Identify features of regional housing systems impacting housing justice for renters and those experiencing or at risk of homelessness.
- Develop and communicate an understanding of how these challenges have been overcome in either other areas of regional Victoria's housing system or further afield.
- Identify effective policy interventions appropriate to address regional housing system issues
- Contribute to compelling proposals to advance the improvement priorities identified by the project to decision makers.

Strategic project development and capacity building

- Work with the project teams to develop, implement, and evaluate strategies engaging community organisations and communities across regional Victoria to understand and respond to housing justice challenges.
- Provide expert advice to the leadership of the six-partnering community legal centres.
- Contribute to building the community legal sector's capacity to develop and lead advocacy for systemic changes.

People Management

- Work with the Director - Strategy and Impact and the Strategy and Impact team to inspire a culture of excellence, collaboration, innovation and responsiveness.
- Supervise and mentor direct reports providing professional development opportunities and performance evaluations.
- Support and develop staff and volunteers, including students, to deliver project activities.

Project Management

- Develop and implement a comprehensive project plan to ensure successful delivery of the *Collaborate for Change* project including managing timelines, reporting requirements and budget.
- Lead the collaboration of the coordinators team, supporting them to effectively execute the project plan.
- Communicate progress with the project partners and support the coordination of the steering group.
- Identify and manage program risks, implementing strategies for effective mitigation.
- Co-ordinate, prepare and contribute to regular updates, reports and acquittals.

Qualifications and Professional Registrations

Tertiary qualifications in a relevant field, such as community development, public policy or law or equivalent experience.

Project management qualifications would be highly regarded.

Key Selection Criteria

1. Demonstrated experience managing projects including project design, program finance management, monitoring and evaluation and impact reporting.
2. Demonstrated experience in systems thinking and service design.
3. Proven experience supervising staff.
4. Exceptional interpersonal skills including a demonstrated ability to communicate clearly and engagingly.
5. Adaptive and flexible problem-solving skills to ensure the project remains on track while able to respond to challenges and opportunities which emerge.
6. Extensive experience building relationships and working collaboratively with services, community groups and governments to align and progress common priorities.
7. Understanding of housing policy, and the existing housing service system.

Ways of Working

Support colleagues and the team environment - we value stepping outside of our day-to-day work and working collaboratively.

Contribute actively to meetings and staff days - we value your input and your feedback helps us improve.

Maintain and consistently demonstrate organisational values and behaviours.

Support the achievement of the ARC Justice Strategic Plan, through team planning and work plans.

Other Roles and Responsibilities

Comply with policy and procedures and maintain currency through training that relate to legal and regulatory requirements and our ways of working.

Seek out training opportunities to further enhance professional development in accordance with duties as required within this position after consultation with your manager.

Participate in regular supervision and meet agreed performance indicators and work plan activities.

Undertake any reasonable additional tasks as directed by management.

ARC Justice is committed to the health, safety and well-being of its staff. ARC Justice and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, and privacy laws.

ARC Justice is committed to the safety and well-being of all children and young people.

Safety Screening and Licences

- A current Victorian driver's licence.
- A clear Police check.
- A current Victorian employee Working with Children Check.
- As a child-safe organisation ARC Justice requires disclosure of any formal disciplinary action taken by any current or former employer including any finding of improper or unprofessional conduct.

Signature

I have read the position description and understand the role's physical and psychological requirements.

Employee signature

Date