



## Job Description

### Lived Experience Engagement Coordinator

#### 1.0 Profile of Employer

Community Legal WA is the peak body for Western Australian Community Legal Centres ('CLCs'), which currently has 26 member CLCs. Community Legal WA is staffed by a small team of diverse and dedicated people who work to improve access to justice and to responsive and effective legal services through communications, services and advocacy.

Our vision is a fair Western Australia, in which everybody has equal access to justice.

The primary functions of Community Legal WA are to:

- Contribute to human rights and social justice, including through law reform campaigns, advocacy, and community and legal professional education; and
- Build capacity and expertise, and promote effectiveness and efficiency, in individual CLCs and the broader community legal sector.

Community Legal WA is governed by an Executive Committee comprising representatives of Member Centres elected at the Annual General Meeting.

Community Legal WA receives core funding from the WA Government and other sources.

#### 2.0 Role of the Lived Experience Engagement Coordinator

- The Lived Experience Engagement Coordinator is responsible for developing and leading CLWA's lived experience engagement in close collaboration with the CEO and the team.
- The role will develop and implement a range of mechanisms to engage, train and support people with lived experience and for their voice, experiences and expertise to be heard across CLWA, government, service providers and the wider community to drive improved access to justice.
- As CLWA is new to this work the role will develop and implement a range of strategies to develop CLWA's capability in engaging with people with lived experience.
- The role will work closely with our Policy and Advocacy and Strategic Communications staff.

### 3.0 Communication and Reporting lines:

<b>This role reports to:</b>	CEO.
<b>This role works alongside:</b>	CEO, Policy and Advocacy Coordinator, Strategic Communications Coordinator, other staff and members.
<b>Positions reporting to this role:</b>	Lived experience advocates and participants will be supported by this role.

### 4.0 Key Duties

#### 4.1 Development

- Develop and implement strategies to develop CLWA's capability in engaging with people with lived experience such as training, support/advice to other team members and developing and advising on lived experience engagement policies and practices/processes.
- Develop and support CLWA's lived experience activities such as training, capacity building and participation opportunities.
- Provide lived experience expertise to inform CLWA practices and processes
- Support projects and other staff to involve people with lived experience in their work.

#### 4.2 Engagement

- Build connections with people with lived experience and their representative organisations.
- Recruit, train and support people with lived experience to engage in advocacy through story telling, media, meeting with decision makers, speaking opportunities and committees/working groups.
- Provide debriefing and support to people with lived experience.
- Develop and implement engagement plans and role statements which support open, transparent and inclusive communication with people with lived experience and their representative organisations.
- Organise logistical needs of lived experience participants such as transport and room bookings and liaise with CLWA staff to organise contracts/agreements and payments.
- Contribute to and participate in CLWA projects.
- Organise, plan and deliver presentations and workshops.

#### 4.3 Advocacy

- Share your own experiences in strategic activities such as through contributions to government policy and projects, law reform and social policy.
- Promote CLWA values and the value of the lived experience voice to CLWA members, staff, Board, and other decision makers.
- Support the development of a range of communications that promote and represent lived experience perspectives and experiences such as stories, social media content, media content etc.

#### 4.4 Values and Behaviours

- Promote and role model appropriate behaviour to support CLWA culture, performance and profile.
- Actively support CLWA's commitment to the principles of diversity, inclusion, social justice, human rights, and equal opportunity.
- Actively demonstrate organisational values.

#### 4.5 Personal and Professional Development

- Identify and undertake personal and professional development activities aimed at improving capability to fulfil the role effectively and sustainably.
- Engage with peer worker/lived experience support networks and/or supervision to support you in a lived experience role.

#### 4.6 Other Duties

- Actively contribute to CLWA team meetings and other activities.
- Support the operations of a small team from time to time and undertake own administrative tasks.
- Participate in state and national community legal sector forums and projects.
- Other duties as required.

### 5.0 Key Selection Criteria

- Lived experience that includes interaction with legal support services and the civil or family law system.
- Strong wellbeing strategies in place.
- Experience as a peer worker or lived experience advisor or advocate.
- The ability to provide debriefing and support to people who work from the lived experience perspective, with relevant training or qualification.
- A demonstrated understanding of intersecting issues such as experience of trauma, homelessness, family violence, mental health and diversity.
- Exceptional interpersonal skills with a commitment to working collaboratively and the ability to cultivate strong relationships, influence and negotiate effectively.
- An understanding of the community services or community legal centres sector.
- Ability to work to competing priorities and meet deadlines.
- Good written communication skills.

#### Desirable

- Relevant qualifications in law, social work, or community development.
- Ability to undertake some intrastate travel.
- Experience in the community legal sector or broader not-for-profit sector highly desirable.

#### *Personal attributes*

- A commitment to human rights and social justice.

- High level of initiative and integrity.
- Emotional literacy and an awareness of the importance of self-care
- The ability to apply both independence and collaboration to achieve outcomes.
- Seeks out diverse perspectives.
- Proven ability to contribute to a cohesive team environment by sharing information, supporting team priorities, and ensuring open communication.
- A proactive and creative approach to identifying opportunities, problems, and solutions.

**A current police check is a requirement for this position.**

**People from diverse backgrounds are strongly encouraged to apply.**

## 6.0 Salary and Conditions

**Hours:** negotiable, from 0.2 to 0.3 FTE depending on the needs and preferences of the successful candidate and Community Legal WA.

**Salary:** Level 6.1 – 7.1 SACS Award depending on skills and experience

**Employment category:** Fixed term part time or casual

**Salary Packaging:** PBI Salary Packaging is available.

**Leave and other conditions:** In accordance with the Community Legal Centres Association (WA) Inc Employment Agreement 2016 which is registered in the WA Industrial Relations Commission.

CLWA offers a flexible and positive working environment.

**This position can be negotiated as a Contractor rather than Employee.**