



Applications from Aboriginal and Torres Strait Islander people are strongly encouraged

Aboriginal Community Legal Education and Project Officer

Objective:

The central object of the Movement is to assist Aboriginal persons (especially those Aboriginal persons who are detained in custody or imprisoned) to relieve their poverty, the consequences of their dispossession and social misfortune and to assist further in removing destitution and helplessness amongst Aboriginal people through the use of the legal system of the State of South Australia and the Commonwealth of Australia. (Please refer to ALRM Intranet for more core ALRM Objectives).

Position:

The Aboriginal Community Legal Education and Project Officer reports to the Director, Aboriginal Services. The purpose of the position is to be responsible for the management and content of internal and external communication functions.

Working Conditions:

Some out of hours' work may be required.

Some interstate and intrastate travel may be required which may necessitate overnight absences. A flexible approach to working hours is required; The organisation is a smoke free working environment

Office Location:

Adelaide Office. 323 – 325 King William St. Adelaide

Other Conditions: T

The incumbent is required to satisfactorily complete a National Criminal History Check;

Working hours are from 9.00am to 5:00pm

A current South Australian or other States Driver's License is an advantage.

Key Responsibilities

- Ensure that the community are educated and informed about their rights and responsibilities under the law by planning, preparing, marketing, implementing and evaluating a variety of training and education programs and projects.
- Co-ordinate, prepare and distribute quarterly newsletters, and the annual report.
- Ensure that the standard, quality and updating of all ALRM Inc. printed materials is maintained, oversee corporate printing requirements.
- Responsible for the effective dissemination of information and publications.
- Develop, coordinate and deliver education workshops, training courses, seminars and information sessions to community members and organisations.
- Co-ordinate radio and television interviews, meetings with the media and external organisations.
- Contribute to the strengthening of ALRM Inc. profile and establish and maintain effective links between ALRM Inc., the community, the government and other organisations.
- Represent ALRM Inc. on appropriate committees and working groups, and be involved in special projects as required.
- Develop and manage the ALRM Inc. website, in consultation with relevant managers.

- Support Director Legal Services in writing and updating of internal policies and procedures manual.
- Co-ordinate submissions for grant funding; including sourcing and preparing submissions.
- Co-ordinate work experience students and volunteers.
- Perform such other duties commensurate with the functions of ALRM Inc. and this classification, as may be required.
- Encourage and sustain a cooperative, “can do” work environment.
- Contribute positively to organisational management and support operations towards the achievement of organisational goals.
- Support and work with people with diverse backgrounds, value systems, cultural differences and special needs.

For further information, call Ruth Miller on 81133777.

Please submit a current CV and application cover letter addressing the selection criteria addressed to Ruthm@alrm.org.au by 5pm Friday 6 September 2019.