

Climate Justice Project Officer

Centre for Just Places

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Climate Justice Project Officer
PROGRAM:	Centre for Just Places
LOCATION:	Richmond
REPORTING RELATIONSHIPS:	This position reports directly to the Manager, Climate Justice, Centre for Just Places This position doesn't have any direct reports
EFFECTIVE DATE:	8 December 2023

Position Purpose

- To provide administrative and project support across the Climate Justice program of work at the Centre for Just Places.

- To assist in developing and undertaking advocacy strategies to promote climate justice.
- To undertake high quality research projects and public policy analysis.

Program Purpose

The Centre for Just Places was established by Jesuit Social Services to support and enable place-based approaches to social and ecological justice through research, collaboration, engagement and knowledge exchange.

The Centre for Just Places will:

- Function as an ongoing dedicated resource for research into locational disadvantage (e.g. Dropping Off the Edge) into the future. It will undertake new interdisciplinary research bringing together data and concepts across community development, social services, health, environmental science, urban and social planning, and innovation.
- Undertake action research with vulnerable communities to design, test and evaluate their place-based projects and programs.
- Maintain a freely available national repository of place-based research, including case studies, papers and articles across multiple sectors.
- Advocate for impactful place-based approaches to solve locational disadvantage, including building capacity of individuals, organisations and communities to campaign on solutions
- Empower local communities and the organisations that work within them to understand and solve their own problems through access to and development of effective community capacity building techniques, including the provision of local data, case studies, evaluated tools (governance, community engagement, design), and purpose built resources in an accessible online platform
- Build collaborative partnerships across sectors to ensure that effective design, planning and community engagement take place

Duties of the position

- Provide project and administrative support to the Climate Justice program of work within the Centre for Just Places and specifically work funded by the Disaster Ready Fund.
- Undertake and coordinate high quality research, policy and advocacy activities under the direction of the Manager, Climate Justice.
- Develop, draft and approve high quality written material including submissions, briefing papers, reports and blogs.
- Liaise with key policy, research and advocacy stakeholders and networks to ensure effective delivery of Climate Justice projects, and strengthen the impact of the Climate Justice program within the Centre for Just Places.

Key Selection Criteria

1. Tertiary qualification/s and/or relevant experience in field.

2. Project management experience, preferably with climate resilience focused projects involving multiple stakeholders working together on complex issues.
3. Demonstrated skill engaging with communities, community service organisations, community health organisations, and local governments around climate justice or comparable experience.
4. Superior written and verbal communication skills.
5. Understanding and sympathy with the mission and ethos of Jesuit Social Services.
6. Knowledge and/or interest in the work that the Centre for Just Places undertakes

Key Performance Indicators (

- Development and delivery of high-quality work within agreed workplan and timeframes.
- Evidence of positive relationships and coalitions internally and externally that build capability, knowledge and action in relation to the mission of the Centre for Just Places and Jesuit Social Services.
- Timely completion of all administrative and reporting requirements associated with the role.

Key responsibilities of Jesuit Social Services Employees

- Engage and build positive and constructive relationships with internal and external stakeholders
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.
- Work effectively as part of a team, contributing to group outputs
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:

Executive Director, Centre for Just Places

Position Description Review Date:

1 year from effective date