

POSITION DESCRIPTION



Manager Justice Advocacy

The Justice Project

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:	Manager Justice Advocacy
PROGRAM:	The Justice Project
LOCATION:	Melbourne inner City and required to work from other locations
REPORTING RELATIONSHIPS:	This position reports directly to the ED Justice. This position will also work closely with the Strategic Communications team.
EFFECTIVE DATE:	January 2025

Position Purpose

- The Manager Justice Advocacy will develop a justice advocacy strategy by designing and delivering communication and public engagement interventions that will raise awareness of an alternative vision for a just criminal justice system; position Jesuit Social Services as a thought leader and trusted public voice on crime and justice issues, practices and reforms, particularly as it relates to children and young people; and seek to influence state and national policies.

Program Purpose

Central Office

Jesuit Social Services engages with people from diverse backgrounds experiencing complex problems, including those associated with mental illness, substance misuse, family breakdown, offending behaviour, homelessness, unemployment, poverty and social exclusion.

Jesuit Social Services operates a range of programs for disadvantaged young people, families and communities from various operational sites.

The Justice Project

The Justice Project will consolidate Jesuit Social Services' practice, research and advocacy activity into an effective, streamlined body where practice, research and advocacy mutually inform one another.

It will have both a local and national perspective and will maintain and build international relationships through Jesuit and other networks.

Within a broad approach to criminal justice policy there will be a significant focus on youth justice policy incorporating existing Jesuit Social Services initiatives such as Worth a Second Chance and advocacy around raising the age of criminal responsibility in partnership with other sector stakeholders.

The primary objective of the The Justice Project is to have an impact on criminal justice policy both locally and nationally.

Strategic Communications and Engagement

The Strategic Communications and Engagement team comprises communications, media, events and fundraising functions that work to raise awareness of the challenges faced by our participants and bring about the changes needed to improve outcomes for individuals, families and communities.

Together with the Policy and Advocacy team and program areas, the Strategic Communications and Engagement team integrates participant voice, policy, strategic communications and advocacy to increase Jesuit Social Services' voice, engagement, influence, independence and impact.

The Manager Justice Advocacy, while reporting to the Executive Director Justice, will work closely with the Strategic Communications and Engagement Team through attendance at team meetings and collaboration with communication and marketing colleagues to design and deliver campaigns and communications; and engage with media, stakeholders, sector groups, allies and partners.

Duties of the position

- Develop, deliver and evaluate justice advocacy strategies, informed by research, participant experience and practice wisdom, to influence public opinion and policies related to criminal justice with an emphasis on youth justice.
- Identify, develop and build strong relationships with the sector, partners, interested and influential groups, national and international bodies to coordinate messaging and promote key policy positions.
- Work to influence public opinion, debate and policies by engaging with media, communities, government, partners and stakeholders.
- Work collaboratively across Jesuit Social Services, including with policy, communications and programs staff to develop, deliver and evaluate justice advocacy strategies and associated materials.
- Produce effective communication and engagement materials including media releases, opinion pieces, social media content, letters to decision-makers, news articles, presentations and speeches.
- Continuously monitor the environment, particularly in relation to new and emerging social media, to identify, mitigate and effectively respond to issues, and leverage opportunities to shift public awareness, opinions, discussions and policies.

Key Selection Criteria

1. Tertiary qualification/s and/or extensive experience in strategic communications and campaigns to achieve advocacy, policy and communication objectives.
2. Demonstrated experience in successfully developing, delivering and evaluating the impact of significant and evidence-informed multi-channel advocacy and communication strategies.
3. Demonstrated experience engaging and collaborating effectively with stakeholders, decision-makers, and diverse audiences including First Nations and culturally and linguistically diverse communities, to achieve advocacy, policy and communication objectives.
4. Excellent written and verbal communication skills, with demonstrated ability to develop a range of high quality, effective and influential communication and engagement materials for communities, stakeholders, sector partners and allies, decision-makers and media. This includes media releases, opinion pieces, social media content, letters to decision-makers, news articles, presentations and speeches.
5. Ability to understand, monitor and utilize new and emerging social media technologies in order to identify, mitigate and effectively respond to issues, and leverage opportunities to shift public awareness, opinions, discussions and policies

Key Performance Indicators

- Development and delivery of justice advocacy strategies to achieve advocacy, policy and communication objectives.
- Strength and effectiveness of relationships with the sector, partners, interested and influential groups, international bodies, media, government, communities and stakeholders.
- Communication and engagement materials and activities contribute to growth in awareness of the issues, reforms, and Jesuit Social Services' advocacy, and contribute to positive shifts in public opinion and debate.

- Updating organisational knowledge and capability to engage in new and emerging forms of social media and public communication.

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework (share services roles)

- Engage and build positive and constructive relationships with internal and external stakeholders
- Deliver services consistent with shared services guidelines, relevant legislation and funding agreements
- 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.

Teamwork and supervision (shared services roles)

- 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
- Valid and current Australian Drivers Licence
- 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:
GM or ED

Position Description Review Date:
2 years from effective date