

## Communications Officer Volunteer Position Description

Justice, safety, empowerment  
for women and their children

### 1. Our service

Women's Legal Service Victoria (WLSV) is a not for profit organisation that works to reduce and prevent violence against women and their children by providing free legal services. We have particular expertise working at the intersection of relationship breakdown and family violence.

We initiate and participate in law reform activities, ensuring that clients' experiences are taken into account when legal policy is being developed or when changes are being made to the law. We deliver legal education, training and professional development to a range of organisations and professional groups.

We also coordinate a volunteer program with over 70 volunteers.

### 2. Our mission

Women's Legal Service Victoria works to improve access to justice and outcomes for women who have experienced relationship breakdown or violence. WLSV does this by:

- providing quality legal services that are responsive to women's needs and to the needs of children in their care
- providing women, and people who work with women, with knowledge and skills to better navigate the legal system
- advocating for law and policy reform

### 3. Our values

- Progressive
- Respectful
- Collaborative
- Inclusive
- Empowering

#### **4. Stepping Stones - Economic Well-Being Project**

Our lawyers and financial counsellor are working together to provide free help to women experiencing economic hardship and poverty after relationship breakdown and family violence.

We are also working with women and organisations to research and map the legal and financial issues that women face after relationship breakdown and family violence. The Stepping Stones report will provide decision makers with information and strategies to address the barriers that stop women and their children from securing economic well-being.

#### **5. Purpose of the Communications officer role**

The Communications Officer will profile the Stepping Stones project and implement the project's communication strategy.

#### **6. Remuneration and time commitment of the volunteer position**

This is an unpaid volunteer position.

The commitment that must be met in order to complete the volunteer position is one day a week for 6 months from 9am to 5pm.

#### **7. Accountability**

The Communications officer will report to the Stepping Stones Project Coordinator.

#### **8. Gender specific role**

This position is for a female. WLSV has exemption #A439 from provision of the *Equal Opportunity Act 1995*.

#### **9. Location**

Level 10, 277 William Street, Melbourne.

#### **10. Key responsibilities**

- Work with the project team to profile the Stepping Stones project to funders, government, NGOs and the broader community.
- Assist in the implementation of the project's communications strategy.
- Provide support in developing and circulating a regular newsletter or email update.
- Assist in maintaining a social media presence through twitter and other forums.
- Assist in developing a database of key stakeholders.
- Assist the team in connecting with media and developing a network of media contacts.
- Support the team to evaluate the effectiveness of the communications strategy.
- Undertake administrative tasks as required in a small team.

#### **11. Selection criteria**

- Sound understanding of communications strategies and tools.
- Excellent written and oral communications skills, with the ability to adapt style to suit different audiences.
- Experience using a range of social and electronic media (eg websites, Facebook, Twitter, YouTube) to achieve communications goals;

- Organisational, administrative and time management skills.
- Excellent interpersonal skills and ability to work in a close team environment.
- Strong desire to help women experiencing economic abuse and a personal drive to contribute to social change.

## **12. How to Apply**

Applicants are required to forward a resume and statement responding briefly to the selection criteria.

If additional information is required contact Pasanna Mutha, Policy & Campaigns Manager on 03 8622 0600

### ***Applications***

Applications are due by **5pm, Friday 22 August 2014**. Applications to be forwarded by either by:

#### ***Post / hand delivery***

Pasanna Mutha  
Women's Legal Service Victoria  
Level 10, 277 William St  
Melbourne Vic 3000

#### ***Email***

[pasanna@womenslegal.org.au](mailto:pasanna@womenslegal.org.au)