

Victorian Aboriginal Community Services Association Ltd

Positions Vacant

Policy Officer

VACSAL is currently seeking an experienced Policy Officer to contribute high quality research, tender writing, analysis, written and oral advice and stakeholder engagement to support VACSAL's advocacy work and policy development as well as the development of internal policy and associated systems.

The duties include the following:

- Policy research, analysis and development
- Submission and advocacy tools preparation
- Stakeholder engagement
- Internal VACSAL briefing, engagement and communications
- Event organisation and conduct
- Office administrative tasks



Dungulayin Mileka MMP Program Coordinator

VACSAL is seeking the services of a full time Program Coordinator to help implement the Dungulayin Mileka program.

The Dungulayin Mileka program aims to address the issue of over-representation of Aboriginal Young People in the Victorian Criminal Justice System by building positive and healthy relationships between Young People and Police and influencing perceptions on both sides.

The duties include the following:

Event Planning

- Organise the entry to the Massive Murray Paddle event.
- This means registering the Dungulayin Mileka program team in the event, coordination with Sydney Harbour Kayaks and Dungulayin Mileka Steering committee.
- Coordinate logistics involved in participating in the Massive Murray Paddle event e.g. coordinating catering, uniforms, paddling equipment, etc.

Recruitment and onboarding of contributors

- Promotion of Dungulayin Mileka program among other services
- Assist with onboarding of all contributors of different RAJAC and LAJAC areas. This will require coordinating with 11 Regional subcommittees to recruit and onboard Young People, Police, Community Leaders, Positive Peer Influencers, Community Members.

Program delivery

- Coordinate activities of the extended Dungulayin Mileka program.
- Oversee the delivery of the pre-paddle coaching program
- Organise follow up activities post the MMP.
- Assess eligibility of Aboriginal Young People by being a central point of referral.

Applications for these position close on **23rd October 2020**.

Position Descriptions and information on how to apply can be found on our website at <http://www.vacsal.org.au/>

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.