



Field Officer Role (part-time)

Victoria Police Legacy (VPL), now in its 40th year, is a 'for purpose' not for profit charitable organisation established to provide ongoing support to the families of deceased serving and retired sworn members of Victoria Police and sworn serving and retired members of Victoria Police, Protective Services Officers and recruits in training, who have lost a spouse or partner. Support to sworn members of Victoria Police and their families who have suffered the loss of a child aged 21 years or younger, or who are experiencing grief or hardship caused by imminent or actual death or permanent (prolonged) disability is also provided.

About the Role

Victoria Police Legacy is seeking a high motivated person for an initial appointment of 2 years, for a newly created part time (22.8 hours – 3 days per week) Field Officer position. As a member of a small and highly motivated and team, you will have: -

- A relevant vocational or tertiary qualification and/or demonstrated knowledge and experience in the areas of Social Work, Welfare Work or Community Development;
- An understanding of, or relationship to, the policing environment is desirable;
- Knowledge of the process of grieving or willingness to undertake training;
- Strong verbal and written communication skills, especially the ability to engage with people, including young people, who are grieving the loss of a partner, parent or child;
- High level of emotional intelligence and empathy
- Excellent interpersonal skills with an inclusive approach to people of all ages and from all walks of life
- Strong commitment to the Vision, Mission and Values of VPL
- Understanding and appreciation of privacy laws particularly in relation to client information
- Good computer skills in particular knowledge and experience of MS Word, Excel, Access and Outlook
- A current driver's licence is mandatory, as is the ability to travel and stay overnight for events in regional areas.
- Ability to work independently and effectively within a small team, contributing positively to team operations and working relationships.
- Excellent organisational, administrative and time management skills.
- Strong customer service orientation

This position would suit the right skilled individual who may be wishing to work 22.8 hours per week over a 3-day period.

Apply for this Job - Position Description: Attached

Applications close - c.o.b. Friday 21st February 2020

For details concerning this role, please contact

Chief Executive Officer – Victoria Police Legacy Lex de Man AFSM

Phone: 0409 451 389

Email: lex.deman@policelegacyvic.org.au



JOB TITLE: -	Field Officer
POSTION STATUS: -	Part-time, (Initial Term 2-year appointment) (22.8 hours per week – 3 days per week)
REPORTING TO: -	Chief Executive Officer
LOCATION: -	Victoria Police Legacy Office – Carlton South
JOB CLASSIFICATION: -	Social, Community, Home Care and Disability Services Industry Award 2010 SCHADS Level 4
SPECIAL REQUIREMENTS: -	Required to travel and work outside business hours on occasions

Victoria Police Legacy

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Our Vision

Connected and supported Victoria Police Legacy families.

Our Mission

To provide enduring support to Victoria Police Legatees and deep, effective ties with the Victoria Police family.

POSTION DUTIES

Role Accountabilities

- Support Police Legatees and families of all ages and diverse backgrounds, geographically spread across metropolitan Melbourne and regional Victoria.
- Inform Police Legatees on the purpose, function and services of Victoria Police Legacy and to encourage and facilitate them to utilise services.
- Act as the first point of contact for telephone calls and emails from Police Legatees and respond to requests in a timely manner.
- Identify Police Legacy needs and provide an advocacy role for them as required.
- Encourage Police Legatee involvement in legacy events and activities.
- The role is predominantly field based requiring the incumbent to undertake home visits and host events, and work autonomously and at times remotely (regional Victoria).
- Support and empower Police Legatees to maximise their opportunities within the community
- Work collaboratively with a small staff team and provide support to VPL event management.

- Attend and help coordinate VPL events and activities including regional and interstate trips/getaways, and regional / local lunches and dinners.
- Maintaining accurate and up to date contact details and record of engagement with Police Legatees is essential to ensure that VPL can continue to provide relevant and timely support and services to all Police Legatees.
- Maintaining a contemporary awareness of the social welfare environment as it applies to Police Legatees

Selection Criteria

All applicants must address the selection criteria in full to be eligible for the position.

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Special Requirements

- The successful candidate will be required to undergo and successfully obtain and maintain a Police Security Clearance.
- The incumbent will be required to complete the OHS requirement of the organisation, which may include local level training relating to equipment usage and Hazardous chemical.
- The successful candidate will be required to undergo and successfully obtain a Working with Children Card.
- The successful candidate will be required to complete online training as part of the organisations Safeguarding Children compliance obligations.

Date: - January 2020