

**Redfern Legal Centre  
Job Description**

**Policy Officer | Financial Abuse**

---

<b>Accountability</b>	Chief Executive Officer
<b>Supervisor</b>	Team Leader – Financial Abuse & Credit & Debt
<b>Status</b>	Full time, permanent
<b>Client/target group(s)</b>	Residents living in the Sydney, Bayside and Inner West LGAs and people experiencing financial abuse throughout NSW. Support workers and organisations assisting the above target groups.
<b>Scope</b>	This document provides the broad parameters of the position and should be read in conjunction with the Annual Work Plan

---

**Preamble**

Redfern Legal Centre promotes social justice through:

- providing free legal advice, legal services and education to vulnerable people in New South Wales, and to groups who advocate for them
- participating in activities which reduce inequalities and defects in laws, the legal system, and administrative and social practices that impact on vulnerable people.

**Statement of Shared Philosophy and Values**

To achieve its purpose, Redfern Legal Centre:

- is committed to reducing social inequities and systemic barriers to people enforcing their rights
- works with clients so they can assert their rights
- focuses on preventative measures
- seeks new and better ways of providing legal services to its clients
- is flexible in its service so that it remains responsive to changing community needs
- involves the community in its service operation and development
- strives to be non-discriminatory in its service delivery
- advocates for the public interest through issues which affect the wider community or significant sections of the community
- maintains its political independence
- uses its resources efficiently and effectively
- seeks excellence in its operation and accountability to its community and funders

**Common staff responsibilities**

RLC believes that all members of staff should contribute to the administration and development of the organisation. Along with all other staff, the worker may be required to:

- a) supervise and mentor student volunteers;

- b) undertake the carriage and conduct of the work of other staff during periods of leave;
- c) provide regular reports to management and staff meetings;
- d) assist with the general day to day administration of the Centre including office tidiness as required;
- e) attend and participate in team and staff meetings, policy and staff days;
- f) assist in the preparation of submissions and reports to funding bodies as required;
- g) liaise and network with other professionals in the area and participate in relevant community and legal sector forums as required;
- h) support the Centre in contact with the public, media, legal profession, funding bodies and other community sector organisations;
- i) attend RLC hosted functions out of hours such as volunteer or fundraising events;
- j) attend regular training and professional development as required;
- k) carry out such other duties as may be reasonably required by the Management of Redfern Legal Centre.

### **Specific position duties**

The primary role of this worker is to assist the Team Leader to develop a new State-wide Financial Abuse Service including networking with key stakeholders, raising awareness, capacity building in the sector and undertaking policy and law reform work.

### **Responsibilities**

#### **Awareness Raising, Community Legal Education and Capacity Building**

- a) Assist the Team Leader to establish and coordinate an Economic Abuse Reference Group (EARG) for NSW – a State-wide network of industry, government and nongovernment organisations including family violence services, community legal services and financial counselling services to create a coordinated strong voice in NSW (and Australia) and to build the capacity of organisations to respond to financial abuse
- b) Work with partners to support and promote financial literacy and empowerment education courses and resources for people who have experienced economic abuse
- c) Assessment of the systemic needs of the focus client group and design of a community education program to address these needs, with the support of the Community Education Officer

- d) Work with other team members to develop plain English (and translated) legal publications and resources
- e) Network with relevant services and interagencies to support the work of the EARG
- f) Work with other team members and the Communications Manager to create a central website for the newly established EARG with the support of the Communications Manager

### **Policy and Law Reform Work**

- a) Use an evidence based framework arising out of the casework of the Centre to identify structural and policy issues that facilitate economic abuse
- b) Provide expert advice to government and regulators on law reform recommendations arising out of the Financial Abuse project
- c) Prepare policy submissions, e-bulletin articles, documents and reports on credit & debt issues as required.
- d) Participate in policy/law reform groups and meetings as appropriate.
- e) Work with banks, financial institutions and telecommunications companies to recognise and address economic abuse with improved policies and procedures to protect and assist victims in crisis
- f) Participate in media for the Centre including media liaison, preparation of media releases and media appearances.

### **Review**

Performance under this job description is subject to annual review. The job description will not be varied without first being discussed with the worker, who may request and shall be granted a review of their job description at any time.

**Last reviewed** June 2019