

Position Description

Justice Research Officer

The Position:	<p>The role of the Justice Research Officer is to work effectively and collaboratively in serving the mission and vision of Catholic Religious Australia (CRA).</p> <p>The purpose of the Justice Research Officer is to support CRA and its members through CRA Justice initiatives of the CRA Justice Committee and Secretariat.</p>
Accountability and reporting:	<p>The Justice Research Officer reports to and is accountable to the National Executive Director.</p>
Key Responsibilities:	<p>The Justice Research Officer is responsible for:</p> <p><i>Research:</i></p> <ul style="list-style-type: none"> • undertaking effective and efficient research to support the Justice agenda and voice of CRA through its CRA Justice Committee or the Secretariat within the framework of Catholic Social Teaching • maintaining a watching brief on the Senate enquiries website and of the media for opportunities for submissions by CRA on justice issues • drafting media statements, letters, submissions to parliamentary and other inquiries, as well as in response to national and global injustices. <p><i>Publications:</i></p> <ul style="list-style-type: none"> • research and prepare for publication the CRA Justice publication, <i>Just Now</i> <p><i>General duties:</i></p> <ul style="list-style-type: none"> • assist in the preparation of CRA Justice Committee and other CRA seminars • attend and provide reports on activities to CRA Justice Committee meetings • other duties as requested
Key Skills:	<ul style="list-style-type: none"> • Demonstrated evidence-based research skills, together with the ability to evaluate research and information within a framework of Catholic Social Teaching • Strong written and verbal communications skills, the ability to confidently communicate key messages in a reasoned manner • Experience in producing publications including a proficiency in the Microsoft Office suite and other publishing software
Key Attributes:	<ul style="list-style-type: none"> • A passion for justice and advocating for the vulnerable • Demonstrated commitment to the mission and values of the Catholic Church and religious congregations • Education or equivalent experience in an area relevant to the role