



Position Description

Tenant Advisory Group Member

Position title: Tenant Advisory Group Member

Reporting: Tenant Advisory Group Co-ordinators

Location: Tenants Victoria 55 Johnston Street Fitzroy

Classification: Volunteer

Date of appointment: Commencing March 2020

About the organisation

Tenants Victoria is one of Victoria's leading specialist community legal centres. We support tenants in public and private housing by providing legal advice, information and representation to individuals; by advocating and campaigning for reform in the law and practice of tenancies; and by supporting other community agencies through training to build capacity. Most recently we led the successful Make Renting Fair campaign, significantly contributing to the reform of tenancy law in Victoria.

Tenants Victoria is looking at ways of strengthening and expanding the advisory, legal and advocacy services in the interests of all residential tenants.

Position context

Tenants Victoria aims to make renting fair, secure and dignified.

In assisting with these objectives, Tenants Victoria seek the voluntary participation of renters in Victoria to provide information and feedback. Tenants Victoria is committed to quality consumer participation that is critical to the development of tenancy supports and government policy.

The Tenant Advisory Group is expected to meet a minimum of four times per year and there may be further opportunities for involvement within other tenancy projects.

Organisational relationships and accountability

The Tenant Advisory Group members will work directly with the Tenant Advisory Group Co-ordinators and other designated authorities as required (i.e. CEO, Policy officer, Communication officer, specialised Tenancy lawyers, other).

The Tenant Advisory Group Co-ordinators report directly to Tenants Victoria CEO for all discussion content and outcomes.

Prerequisites to joining the Tenants Advisory Group

- You need to be a current renter at the time of application and acceptance into the Tenant Advisory Group.
- You must be renting in one of the following accommodation types – private rental, share house, rooming house, caravan park, public housing or community housing.
- No educational, vocational or employment history is required, however Tenant Advisory Group members must have good literacy and ability to understand general concepts.
- Tenant Advisory Group members must commit to the role for an initial two-year period.

Duties

- Participate in agreed Tenant Advisory Group activities (i.e. meetings, forums and workshops).
- Provide feedback on Tenants Victoria or other related organisations activities.
- Provide input based on your direct tenancy experiences.
- Consider opportunities for broader consultation (i.e. public speaking, attend sector events, complete third party surveys, media responses)
- Agree and adhere to a Code of Conduct and Terms of Reference for the Tenant Advisory Group.
- Other activities as negotiated.

Key selection criteria

All applicants must have:

- An ability to represent your thoughts and views as a renter.
- Good oral and written communication skills.
- Demonstrated reliability, flexibility and commitment to negotiated activities.
- Demonstrated commitment to the well-being of others, willingness to listen and respond without judgment, blame or bias.
- An understanding and commitment to the principles of confidentiality and privacy.

Honorarium

Tenant Advisory Groups members who undertake organised activities receive an honorarium of \$80 (in the form of a voucher) per activity to cover out-of-pocket expenses.

Screening and assessment

Tenants Victoria is committed to pre-employment and ongoing screening of all employees, board members and volunteers as part of its commitment to providing a quality service.

Tenants Victoria will organise and cover the costs of all National Police Checks. An offer will not occur until the safety screening processes have been completed, and any issues have been assessed.

Applications

Please complete your application addressing prerequisites and key selection criteria. Applicants should also nominate two referees.

Send applications to admin@tenantsvic.org.au using the subject line: **Application for Tenant Advisory Group [Your Name]** or by mail to: Tenants Victoria, PO Box 234, Fitzroy VIC 3065.

Applications close Friday 14 February 2020.

Tenants Victoria are an Equal Opportunity employer and embraces differences in gender, gender diversity, age, ethnicity, race, cultural background, disability, religion, and sexual orientation