



THE UNIVERSITY OF
MELBOURNE

Melbourne Social Equity Institute

Community Fellows Program

Information for Applicants 2018

Program Overview

The Melbourne Social Equity Institute's Community Fellows Program aims to meet the research needs of community organisations to conduct **small research-related projects** in collaboration with university-based researchers.

Through the Community Fellows Program, we aim to support research that will lead to positive outcomes such as improved service delivery, the development of new services, improved ability to advocate effectively or the improved capacity to undertake future research projects.

Community Fellows will be able to **spend time** at the University of Melbourne to develop research skills. Projects should be relevant to the work of community-based organisations and aim to promote social equity. Projects could involve conducting a scoping report, literature review, data analysis or a small research project.

The initiative is targeted at **small to medium-sized community-based organisations** (up to 200 employees) that currently have very limited capacity to conduct research. Projects should be small, tightly focused and address an issue of relevance to the organisation. Key objectives for the Community Fellows Program are to meet community-based needs for research and to foster community-academic collaborations.

Each Community Fellow will be assigned an **Academic Mentor** with relevant expertise. The Melbourne Social Equity Institute and the Academic Mentor will work with the Fellow to design a feasible project and the supervisor will meet with the fellow regularly over the course of the project. Additional support will also be provided by the Melbourne Social Equity Institute to assist the Community Fellows while they conduct and write up their research.

During their placement, Community Fellows will have opportunities to participate in a range of **academic and professional development activities**. Community Fellows will also be provided with desk space at the University, a computer to work on, a temporary email address and access to library and internet facilities.

A **grant of up to \$5000** will be available to the community-based organisations to compensate them for the time that Community Fellows spend working at the University. A Collaboration Agreement will be created specifying project details, levels of financial support and expected outcomes.

A total of six Community Fellowships are expected to be offered in 2018.

Who is Eligible for the Community Fellows Program?

People applying to be part of the Community Fellows should:

- be current staff members of a small to medium sized community organisation (up to 199 employees*);
- work at a community organisation that is involved in work that promotes social equity and works with marginalised communities;
- have the capacity to conduct the research project (with guidance and support from the academic mentor);
- be able to speak and write in English;
- be able to spend time on the University of Melbourne's Parkville campus;
- be able to commit between 100 and 200 hours work on the project (depending on its complexity);
- have a demonstrated ability to develop and maintain relationships with diverse stakeholders;
- have a commitment to sharing knowledge and supporting ethical research;
- have experience in managing and completing projects.

Community Fellows **do not need** to have prior research experience, although some Community Fellows may have worked on other research projects or have some research-related qualifications.

Personnel with substantive research positions and/or PhDs will not usually be considered as suitable Community Fellows because the initiative is seeking to develop research capacities in organisations that do not currently have this in-house expertise. Organisations with in-house research and evaluation capacity will not usually be considered for this initiative. We are also not able to fund local or state government departments or units, as we assume that these organisations have avenues to access research funding. However, we will consider projects by state schools that support or host community based projects.

** For the purposes of this program, we define a 'small to medium' sized organisation as per guidelines provided by the Australian Bureau of Statistics (small: 0-19 staff; medium: 20-199 staff).*

The Melbourne Social Equity Institute may also support projects with formal not-for-profit partners of the University.

How Do I Apply?

If you are interested in being part of the Community Fellows Program in 2018, please complete the online form at <http://go.unimelb.edu.au/2td6>.

You will be asked to answer the following questions:

About You

- Your Name
- Address
- Phone Number
- Email address

About Your Organisation

- Community Organisation's Name
- Applicant's role within the organisation
- Organisation's Address
- Year Incorporated
- Number of Employees
- Tell us about yourself and your work experience (max 100 words).
- Upload your resume, if available
- Briefly describe the work of your organisation (max 100 words).
If relevant you can provide links to websites that contain additional information.

About Your Research Project

- Describe the issue or problem that your research project will address. (max 150 words)
- Describe your proposed research idea. (max 100 words)
- How will your organisation use the outcomes from your project? (max 100 words)
- Please confirm that your organisation is supportive of you pursuing a research project as a Community Fellow at the University of Melbourne.
- Please provide the name and contact details of the head of your organisation, or of your workplace unit.
- Does this person support your application and your possible participation in the Community Fellows Program?

We **strongly recommend** that you prepare your answers offline (in Microsoft Word or similar) and save a copy for your own records.

If you are unable to complete the online form due to accessibility issues, please contact us via **social-equity@unimelb.edu.au** for alternative arrangements.

If you have any questions about the Community Fellows Project or the application process please contact:

Dr Richard Williams
williams.richard@unimelb.edu.au
+61 (3) 9035 8066

Applications must be submitted by 5pm on **Friday 15 June 2018**.

To read about previous Community Fellows Projects visit
socialequity.unimelb.edu.au/community-fellows-program

About the Melbourne Social Equity Institute

The Melbourne Social Equity Institute acknowledges an imperfect world. Chances of birth such as class, ethnicity, ability or gender can lead to marginalisation and societies are sometimes beset by divisions of culture, economic status or creed. The Institute supports collaborative research between academics, members of community organisations, policymakers and people with lived experiences which helps build fairer societies.

We strive to identify the origins of disadvantage and develop effective solutions through high-end research and active community engagement. Our vision is to influence government policy, public opinion and social practices through the highest quality scholarship in order to create fairer societies.

The Melbourne Social Equity Institute was established in mid-2012 as part of the University's family of interdisciplinary research institutes. It operates on a 'virtual institute' model, meaning that it has a small directorate who are responsible for allocating funding, co-ordinating communities of like-minded researchers and engaging with external partners, policy-makers and the public.