

**Centre Coordinator
Illawarra Legal Centre Inc.**

Full Time (35 hours per week)

Illawarra Legal Centre is an independent community legal centre, funded by Federal and State Governments to provide a comprehensive range of free legal services to residents of the Illawarra who experience social and economic disadvantage. The Centre has a strong human rights and social justice focus.

We are seeking a Coordinator to manage the planning, development and implementation of Centre projects, activities, services and campaigns, and to ensure smooth day to day operations. The position offers the opportunity to work with a committed, multi disciplinary team on a diverse range of social justice and legal issues.

Wage range SCHADS Award Level 8 depending on skills and experience. We offer fringe benefit packaging, with options to salary sacrifice.

For an information package - Contact the Centre on 02 4276 1939 or go to ILC's website at illawarralegalcentre.org.au
For general enquiries - contact the Coordinator, Truda Gray on 0412045169.

Only applications addressing the selection criteria will be considered.
Applications close 5pm Friday 5th March 2021.

Send Applications to: reception@illawarralegalcentre.org.au

This advertisement replaces any other advertisements for this position.

SELECTION CRITERIA: CENTRE COORDINATOR

All applications must address the following selection criteria:

ESSENTIAL:

1. Demonstrated management experience, including management in a community organisation. Evidence of being able to manage people:
 - a) In an empowering and supportive way.
 - b) With a commitment to consultative decision- making.
2. Demonstrated conceptual, analytical and problem-solving skills with experience in:
 - a) Strategic planning and the achievement of organisational goals.
 - b) Development of organisational policy documents.
 - c) Working positively with funding bodies, including negotiation skills.
3. Demonstrated project management skills.
4. Ability to work as part of a team.
5. Ability to prioritise work and meet deadlines.
6. Ability to work in an under-resourced and rapidly changing environment.
7. Demonstrated commitment to social justice issues and an understanding of the philosophy of community legal centres.

DESIRABLE:

8. Current driver's licence and access to a comprehensively insured motor vehicle.

ILLAWARRA LEGAL CENTRE

JOB DESCRIPTION: COORDINATOR

ROLE: The primary role of the Coordinator is to manage the planning, development and implementation of Centre projects, activities, services and campaigns, and to ensure the smooth day to day running of the Centre.

ACCOUNTABILITY: The Coordinator is directly accountable to the Management Committee of the Illawarra Legal Centre.

DUTIES:

Management Committee

1. To convene all Management Committee Meetings in conjunction with the Chairperson.
2. To prepare a Centre Report and ensure that the Service Report and the Financial Report are prepared and send to the MC in advance of each Management Committee Meeting.
3. To work with the Admin/Finance Manager to organise the AGM and see that the renewals of ILC membership and nominations for positions on the MC are all in on time.
4. To coordinate the production of the Centre's annual report in time for the AGM.

Staff Accountability:

5. To ensure that staff act in accordance with all policies and procedures of the Centre.
6. To ensure that decisions of the Management Committee are implemented by staff.
7. To implement and oversee annual staff appraisals.
8. To facilitate the resolution of internal conflict between staff in accordance with the Centre's Grievance/ Disputes Policy.

Supervision:

9. To supervise all team leaders and some other staff as required.

10. To be the next level of accountability after team leaders, for ensuring work practices are properly carried out.

Funding:

11. To prepare funding submissions and funding accountability reports as appropriate and in conjunction with relevant staff.
12. To negotiate and liaise with funding bodies as appropriate and in conjunction with relevant staff.

Staff Recruitment:

13. To convene all Employment Sub Committees of the Centre.
14. To facilitate the recruitment and orientation of new staff and locums.

Policy:

15. To develop, implement and review Centre policies in consultation with staff and Management.
16. To coordinate Centre policy responses to external issues in conjunction with relevant staff.

Representation:

17. To coordinate the Centre's media responses, and act as Centre public spokesperson in conjunction with other relevant staff.
18. To represent the Centre at Community Legal Centre network meetings, or to nominate other staff as appropriate.
19. To participate in other relevant networks.

Planning:

20. To ensure that the Centre's Strategic Plan is prepared and implemented.
21. To facilitate the preparation of the annual Centre Plan, and ensure that outcomes are regularly reported to the Management Committee.
22. To Plan and coordinate the Centre's Annual Planning Day.
23. To encourage and develop community engagement projects within the Illawarra.

Budget:

24. To ensure that the Centre budget (as developed in conjunction with the Centre's Finance/Admin Manager), is implemented and regularly reported to the Management Committee.

Risk Management:

25. To ensure that all risk is appropriately managed through regular monitoring of the Centre budget, compliance with relevant legislation and the preparation and regular review of the Centre's Risk Management Plan.

Campaigning and Law Reform:

26. To coordinate lobbying and campaigning related to Centre-wide issues e.g. State and Federal Budgets.
27. To facilitate Centre law reform campaigns in conjunction with other staff.

Community Legal Education:

28. To participate in the Centre's community legal education program in conjunction with other staff.

General Duties:

29. Adopt and promote the philosophy, constitution and programs of the organisation.
30. Attend and participate in staff meetings.
31. Participate in the staff roster for pro bono evening advice sessions in accordance with Centre policies.
32. To perform own administrative duties.
33. Undertake professional development activities as per the Centre's Staff Development Policy.
34. Undertake other tasks as delegated by management.
35. Comply with relevant WH & S policies and procedures.

Revised January 2021 by (TG)

INFORMATION FOR APPLICANTS

We hope this information sheet will give you a better understanding of the Illawarra Legal Centre's recruitment and selection procedures and assist you in submitting your application.

Applications: Illawarra Legal Centre does not use application forms. You should apply in writing, or by email for the position, **addressing the Selection Criteria**. A copy of the Selection Criteria is included as part of this information package. **If you do not address the selection criteria, you will not be considered for the position.** *You must include a resume which sets out your personal details (name, address and contact details) and the name and contact details of two recent referees.* Please mark your application "Confidential".

Acknowledgement of Applications: Illawarra Legal Centre does not acknowledge receipt of applications unless requested to do so. If you would like an acknowledgement please make your request clearly visible (a note attached to the front page is helpful).

Further Enquiries: If you have further enquiries about the position please contact Truda Gray (Centre Coordinator) on (02) 4276 1939.

Copies of degrees, diplomas etc: It is not necessary to include these with your application. Successful applicants may be required to provide copies of academic qualifications when taking up an appointment.

Short Listing: The Employment Sub-Committee will make arrangements to interview short listed applicants. Letters will be sent to other applicants advising them their applications were not successful.

Interview: Local applicants will be interviewed in person (by Zoom now due to COVID). Interstate applicants will generally be interviewed by telephone (by Zoom now due to COVID). For telephone interviews a conference telephone is used so all members of the Employment Sub-Committee are able to converse with the applicant. Interview panels normally comprise three or four people. A list of the interview questions may be provided to interviewees 15-30 minutes before the interview. Where this is to occur you will be notified when arranging the interview time.

Final Selection: Successful applicants will be contacted by telephone and sent a written offer of appointment. Unsuccessful applicants will be notified and offered feedback.

Employment Contract: A package will be sent to the successful applicant. This will include a letter of appointment, two copies of their contract (one of which

must be signed and returned to the Centre Coordinator on or before the first working day) and a copy of our Enterprise Agreement.

EEO: Illawarra Legal Centre is an equal opportunity employer and staff are expected to initiate and/or comply with current equal opportunity principles.

Smoke Free Environment: Illawarra Legal Centre maintains a smoke free working environment.

General Information: General information regarding the Illawarra Legal Centre may be found at the Centre's website on **www.illawarralegalcentre.org.au**