



Community Legal Centres  
Australia

#### About Us

Community Legal Centres Australia (CLCs Australia) is the national peak body for the community legal sector across Australia. We are an independent, non-profit organisation established to support the community legal sector and ensure provision of free and accessible legal and related services to everyday people, including people experiencing discrimination and disadvantage.

Our members are the State and Territory peak bodies of community legal centres. Together, our organisations represent more than 170 community legal centres, Family Violence Prevention Legal Services and Aboriginal and Torres Strait Islander Legal Services across Australia.

## Communications Manager: Community Legal Centres Australia

**Salary range: \$86k - \$99k depending on experience.**

#### About the Role

The CLCs Australia Communications Manager will be responsible for all internal and external communications. This is a newly created, hands-on role reporting to the COO. You will be involved with our advocacy, campaigns, sector communications and engagement strategies to assist CLCs Australia to achieve its strategic goals and projects.

This role will work with existing colleagues, as well as sector and external stakeholders. The role is broad in nature and requires someone who can deliver communications across multiple projects and teams while maintaining relationships and contributing to CLCs Australia's organisational culture.

Responsibilities will include:

- Campaign and advocacy communications
- Publications and regular e-news/updates/communications
- Management of our online and social channels
- Media relations
- Internal communications
- Communications strategy and monitoring
- Analytics and reporting
- Crisis or responsive communications

## Data Manager: Community Legal Centres Australia

**Salary range: \$102k - \$107k depending on experience.**

#### About the Role

This role takes overall responsibility for all data, evidence and research work undertaken by CLCs Australia. This is a cross team and hands-on role reporting to the COO.

The focus of the role is to ensure all data in CLCs Australia is available to be used for organisational strategic priorities in an efficient and effective manner. This may include:

- Managing organisational and service delivery data from community legal centres and within CLCs Australia
- Leading the data component of research, advocacy, and communications initiatives

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- Providing guidance and oversight of training to ensure data consistency
- Participation in government and other discussions around data and data standards
- Providing guidance to the sector on data informed planning
- This role will work with existing colleagues, as well as sector and external stakeholders. The role is broad in nature and requires someone who can work across multiple projects and teams while maintaining relationships and contributing to CLCs Australia's organisational culture.

## Capacity Building Coordinator - Community Legal Centres Australia

**Salary range: \$76k - \$99k depending on experience.**

#### About the Role

The Capacity Building Coordinator assists in the delivery of the CLCs Australia Capacity Building Program for community legal centres nationally.

Responsibilities include assisting with:

- Our national accreditation program
- Learning and professional development (e.g. conference, webinars, specific skills development)
- Insurance and other bulk purchasing initiatives
- the Risk Management framework for centres
- Resource development (e.g. toolkits, guides and standards)
- Collecting and analysing sector data and research
- Various committees and working groups focused on the sector

**Closing dates: 26 February 2021**

For more information about CLCs Australia please visit our website via the **WEB LINK** button below.

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