



Lawyer, Not-for-profit Law

Employment status: Fixed term to 1 April 2022 (parental leave backfill)

Hours: 37.5 hours per week (1.0 FTE) preferred (part time applications will be considered)

Salary: \$85,153.29 per annum (pro rata) (lawyer level 1), plus 9.5% superannuation, annual leave loading and generous salary packaging

Location: Melbourne or Sydney

An exciting opportunity has arisen to join one of Australia's most successful public interest and social justice organisations. Justice Connect is a not-for-profit organisation with a vision of a fair and strong community in which people have a fair chance at a better life, the community sector is strong and vibrant, and legal and social systems are fairer and better.

Role purpose

The Lawyer plays a vital role in delivering a range of legal services to community organisations as a part of the Not-for-profit Law team. Key focus areas of this role are the delivery of practical training and plain language legal advice to volunteer-involving community organisations.

Key responsibilities

- Develop and deliver legal training (face-to-face and via technology) for not-for-profit organisations on a range of legal and governance topics (including travelling interstate and/or to regional areas as required, subject to COVID-19 restrictions) as well as professional development events for lawyers in relevant areas of law.
- In collaboration with the Not-for-profit Law Manager of Training and Enterprise and the Senior Lawyer – Training, project manage entrepreneurial initiatives such as new and innovative service offerings, and customer acquisition and engagement plans.
- Provide legal advice services to not-for-profit organisations including:
 - triaging of enquiries from not-for-profit organisations (including assessment of matters eligible for pro bono assistance)
 - provision of legal advice and information to eligible community organisations
 - facilitation of referrals to Justice Connect members and barristers
 - develop policy documents and legal resources and provide other legal services.
- Contribute to the development and revision of plain language resources and self-help tools for community organisations, such as fact sheets, guides and online applications.
- Escalate risk and legal practice management issues to the Principal Lawyer or Manager.
- Undertake legal research and analysis around relevant policy and law reform issues affecting the not-for-profit/for-purpose sector and provide input into advocacy activities.

- Participate in the promotion of Not-for-profit Law's services, including contributing to internal and external publications and representing Not-for-profit Law and Justice Connect more broadly in a range of public forums.
- Assist in the induction, training and supervision of students and volunteers
- As part of the Justice Connect team, develop and maintain collaborative relationships with key stakeholders and partners, in particular, existing support networks for not-for-profits, Justice Connect member law firms, regulators and funders.
- Assist with governance, reporting and evaluation requirements, including reports for the Justice Connect Board and funder acquittals.
- Contribute to the continuous improvement of Not-for-profit Law as a unique, specialist legal service for the community sector across Australia.
- Contribute to Justice Connect's Reconciliation Action Plan activities.
- Contribute to program and organisation-wide projects.

Employee benefits

Justice Connect offers employment benefits including salary packaging (making part of your salary tax-free), flexible working arrangements, above award annual leave provisions and opportunities for professional development. Justice Connect is an organisation that strives to show leadership, operate sustainably and demonstrate our effectiveness. You will be rewarded with a workplace culture that is professional, committed, collaborative and creative and where you can make a real difference through your work.

Important information

For further information about Justice Connect and its work please visit www.justiceconnect.org.au

The application process is as follows:

Applications should be addressed to **Mae Tanner, Manager – Training & Enterprise, Not-for-profit Law**, and should comprise a cover letter, your resume, and a succinct statement outlining your suitability for the role with reference to the selection criteria

Applications should be emailed to hr@justiceconnect.org.au as a single word or PDF file including "Lawyer, Not-for-profit Law via Koori Mail" in the email subject line.

Applications close at 5pm on Monday 1 February 2021.

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INFORMATION AND TO
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RECRUITMENT PACK**