



**WESTERN COMMUNITY LEGAL CENTRE LTD**  
**Program Manager – Policy, Family Violence and Family Law Program**  
**Position Description**

<b>Job Title</b>	<b>Program Manager – Policy, Family Violence and Family Law Program</b>
<b>General</b>	
<b>Vision</b>	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
<b>Purpose</b>	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
<b>Reports to</b>	Legal Director, Family Violence and Family Law Program
<b>Term</b>	[12 months]
<b>Scope</b>	You will be assigned to the Family Violence and Family Law Program for general supervision and support but may be provided with the opportunity to work across other programs and projects based on service requirements.
<b>Key Responsibilities/Expectations</b>	
	<ul style="list-style-type: none"> <li>• Work closely with Program Manager – Legal in the team to identify systemic issues arising from casework.</li> <li>• Contribute to the development and implementation of the Family Violence and Family Law Program strategy focusing on opportunities to influence policy relating to systemic issues.</li> <li>• Contribute to the monitoring and evaluations framework.</li> <li>• Provide family violence duty lawyer services at Sunshine or Werribee Magistrates Court once a week on a rostered basis.</li> <li>• Apply for grants of legal aid as VLA Family Law Panel Certifier</li> <li>• Assist to develop and maintain innovative programs that seek to address the paradigm of disadvantage and unmet legal need through client centred services, programs and reform agendas.</li> <li>• Contribute to internal WEstjustice practice groups, working groups and external networks and steering committees.</li> <li>• Comply with all relevant laws and standards, including WEstjustice policies, procedures and guidelines.</li> <li>• Establish and maintain best practice and ensure work is of high quality and standard.</li> <li>• Support the senior management team to ensure that there is cohesion across the organisation and a positive workplace culture.</li> <li>• Assist with funding and grant opportunities and contribute to the organisation's annual funding strategy.</li> <li>• Manage specific key stakeholder relationships across the Family Violence and Family Law Program and broader organisation (where relevant).</li> <li>• Work with the CEO, Legal Director of Family Violence and Family Law, and senior management team to ensure continuity of funding and contribute to the development and review of the WEstjustice Funding Strategy.</li> <li>• Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with the implementation and review of the WEstjustice Strategy 2020-23, Impact Areas 2020-23 and the Family Violence and Family Law strategy.</li> <li>• Other relevant work as directed.</li> </ul>
Qualifications & Skills	
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Unrestricted practicing certificate with at least three years' experience working in family law and family violence</li> <li>• Eligible to become a VLA Family Law panel certifier to apply for VLA grants of aid</li> <li>• Demonstrated experience contributing to and leading policy work within a strategic framework</li> <li>• Demonstrated leadership and management skills, including:             <ul style="list-style-type: none"> <li>○ Ability to lead and mentor staff in systemic impact work.</li> <li>○ Ability to handle and resolve challenging situations or issues.</li> <li>○ Aptitude to make reasoned, strategic decisions in a collaborative manner, including about competing priorities in a busy workplace.</li> <li>○ Capability to work autonomously with limited direction from management.</li> </ul> </li> <li>• Demonstrated understanding of high-quality legal practice management including compliance with NACLC Risk Management Guide and the implementation of best practice guidelines.</li> <li>• Demonstrated ability to work strategically and collaboratively to build strong stakeholder relationships and partnerships across sectors, to assist our clients.</li> <li>• Ability to coordinate and supervise the work of volunteers and students.</li> <li>• Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of law and the issues faced by vulnerable and/or disadvantaged communities and the ability to lead WEstjustice's systemic impact work.</li> <li>• Highly developed ability to listen to, engage with, and assist vulnerable and/or disadvantaged clients.</li> <li>• Excellent organisation, communication and administrative skills.</li> <li>• Demonstrated understanding of and commitment to WEstjustice's Vision, Purpose, Strategic Plan and Impact Areas.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience leading a team, including management and supervision of staff (senior and junior lawyers, volunteer, student).</li> <li>• Prior experience in writing successful grant applications and / or securing project funding and / or developing and managing budgets.</li> <li>• Prior experience in a project management role and / or strong project management skills and experience.</li> </ul>

*Last Reviewed: 3 June 2021  
Next Review: [TBA]*