

Community Legal Centres Australia

Policy and Communications Coordinator – Part time

Hours: 30 hours, 4 days per week

Salary range: \$101 829 – \$106 333.50 (pro rata, salary packaging available)

Community Legal Centres Australia is the peak organisation representing more than 160 community legal services in Australia, including community legal centres, women's legal services, Aboriginal and Torres Strait Islander legal services and Family Violence Prevention Legal Services. Community legal services provide high-quality, free legal and related services to people and communities experiencing financial hardship or other barriers – such as violence, intersectional disadvantage, and discrimination. We help people and communities overcome the barriers they face and improve access to justice.

The Policy and Communications Coordinator works with the Chief Executive Officer, Advocacy and Communications Manager and other staff to deliver our national advocacy and law reform program and manage the organisation's external communications across all service areas, including National Conference, accreditation, insurance, information and communications technology, and data.

This work is critical to our core functions as the community legal sector's national peak. Our movement has a vision for justice which will only be realised through progressive law reform, and through adequate resourcing for our sector so that the people and communities we work with can access the legal supports they need. We contribute to delivering this vision by:

- Giving voice to the people and communities our centres work with so that their experiences of the justice system can drive reform
- Coordinating sector views so that we can, wherever possible, speak with one voice, particularly when advocating to national-level justice stakeholders, such as the federal government.
- Amplifying the law reform work of state and territory peaks and individual services, and supporting them with strategic advice and resources
- Building understanding of and support for our sector among federal parliamentarians and other national-level decision-makers.

Applications should include a current resume, and a cover letter (maximum two pages) setting out your interest in and suitability for the role and addressing the selection criteria. Applications should be emailed to info@clcs.org.au by COB Monday, 5 June 2023.

Role description

Position Title	Policy and Communications Coordinator
Full-time or part time	4 days per week
Classification	Level 6 of the <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> .
Reports to	Advocacy and Communications Manager
Supervises	No direct reports but may supervise aspects of other staff roles. Will supervise contractors and volunteers, such as law students and graduate lawyers.
Location	Level 10, 307 Pitt Street, Sydney, with flexibility to work from home up to 50% of paid hours, and potential to work remotely for the right candidate.

Responsibilities

Program Delivery – Advocacy and law reform	<ul style="list-style-type: none"> Support the Advocacy and Communications Manager to develop and implement the organisation’s law reform and advocacy strategy, with a focus on improving the reach, impact, and sustainability of a national sector committed to access to justice and human rights. Key areas of focus for 2023–2025 are: <ul style="list-style-type: none"> - Developing a national law reform platform, and associated advocacy plan - Writing law reform submissions to relevant national inquiries into priority issues - Monitoring policy and law reform work delivered by national networks on behalf of the sector and Community Legal Centres Australia - Supporting the coordination of a national advocacy delegation to federal parliament. Support the Advocacy and Communications Manager to supervise law students and graduate lawyers.
Program Delivery – Communications	<ul style="list-style-type: none"> Primary responsibility for implementing Community Legal Centres Australia’s communications strategy across all areas of service delivery (advocacy and law reform, national conference and other sector engagement events, information and communications technology and data,

	<p>accreditation, and insurance), and developing the organisation's online and social media presence, including:</p> <ul style="list-style-type: none"> - Managing our website and social media channels, including content creation, analytics and reporting to the CEO and Board - Overseeing production and publication of regular sector-wide updates about key issues, events, and services, including e-newsletters and direct mailouts - Building the communications and advocacy capability of our new Customer Relationships Management (CRM) tool - Supervising Operations Officers to produce Annual Reports.
Stakeholder Engagement	<ul style="list-style-type: none"> • Build and maintain strong working relationships with key stakeholders, including state and territory community legal centre peaks and associations, member organisations, journalists and media contacts. • Seek, respond to, and implement stakeholder feedback into organisational strategies and work plans.
Systems and procedures	<ul style="list-style-type: none"> • Contribute to the development of communications guides and policies as required, including policies regarding, media engagement, social media, and representing Community Legal Centres Australia in public forums. • Ensure continuous improvement of internal systems and compliance to organisational policies and procedures. • Contribute to organisational wide policies and procedures.
Support	<ul style="list-style-type: none"> • Provide support to other Community Legal Centres Australia programs, particularly in relation to sector communications about program delivery. • Provide support, reports and any other duties as reasonably directed by the Advocacy and Communications Manager and the CEO.
Other	<ul style="list-style-type: none"> • Contribute to and work in a way that is consistent with Community Legal Centres Australia organisational culture, aligned with our Values, Strategic Plan, Reconciliation Action Plan and other organisational plans, policies, and procedures. • Work to maintain and improve the organisation's culture.
Personal attributes	<p>You are self-motivated and have a strong track record in creating sustainable relationships. You work well with a wide variety of people.</p>

	You think strategically, are flexible, adaptable, practical, and solutions-focused. You support and inspire collaboration.
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Selection Criteria

Essential

1. Demonstrated commitment to social justice and human rights, and a demonstrated understanding of the barriers to justice experienced by Aboriginal and Torres Strait Islander people and people experiencing intersectional disadvantage or discrimination.
2. Relevant experience in policy and communications work, preferably in the not-for-profit sector.
3. Strong written and verbal communication skills, including experience in social and legal research, policy analysis and policy development.
4. Demonstrated experience managing websites and social media profiles, including technical skills and online presence and profile development.
5. Relevant tertiary qualifications.
6. Digital competency, preferably with the Microsoft 365 and Adobe suites, Wordpress, Hootsuite, and CRMs.
7. Alignment to Community Legal Centres Australia's values and organisational culture, as evidenced by our Values, Strategic Plan, Reconciliation Action Plan, and other governance documents and internal policies and procedures.

Desirable

1. Knowledge of or experience working in the community legal sector.
2. Demonstrated experience managing work programs or projects, and people, including volunteers.
3. Knowledge of or experience delivering social justice campaigns.
4. Alignment to Community Legal Centres Australia's values and organisational culture, as evidenced by our Strategic Plan, Reconciliation Action Plan, and other governance documents and internal policies and procedures.