

## Position Description

<b>Job title:</b>	<b>Senior Lawyer – Youth Outreach</b>
<b>Area of practice:</b>	Generalist (Criminal law, family violence, fines, tenancy)
<b>Classification level:</b>	Social, Community, Home Care and Disability Services Industry Award ( <b>SCHADS</b> ) – Level 6
<b>Reports to:</b>	Managing Lawyer
<b>Direct reports:</b>	None
<b>Employment status:</b>	12 months, Fixed term on a full-time, 1.0 FTE basis (part time will be considered)
<b>Remuneration:</b>	Salary range of \$113,413 to \$118,430 (pro rata) per annum based on qualifications, skills, and experience plus employer funded superannuation, relevant allowances and the benefits of tax-effective salary packaging available up to \$16,000 per annum.
<b>Employment conditions:</b>	In accordance with the SCHADS Award, Victorian Community Legal Centres Multi-Enterprise Agreement 2025-2028 ( <b>MEA</b> ), internal policies and applicable legislation.
<b>Location:</b>	North Melbourne and Kensington

### **Our organisation**

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Inner Melbourne Community Legal (**IMCL**) is a not-for-profit community organisation that provides free legal assistance to low-income people in the inner Melbourne area. Our mission is to create a fairer, more equal community through advocacy and law reform, education, casework and strategic litigation.

We provide access to justice to the most marginalised members of our community including individuals experiencing homelessness, family violence, mental illness, disability, racialised and/or over-policing, substance dependency and people from culturally and linguistically diverse backgrounds.

We operates across two offices in North Melbourne and Kensington, and deliver multiple integrated outreach services in partnership with other health, education and community organisations in the local area.

Some of IMCL's signature programs include the Specialist Social Housing Program, Health Justice Partnerships and the [Police Accountability Project](#).

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IMCL is also on the Victorian Legal Aid Panel for family law, summary crime, family violence and youth justice.

### Working at IMCL

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IMCL is committed to promoting a diverse, inclusive and values-driven workplace. We offer flexible working arrangements and generous salary packaging provisions. IMCL is party to a new MEA.

We encourage people from diverse backgrounds and experience to apply, including people with lived experience in the areas we practice in. We strongly encourage Aboriginal and Torres Strait Islander people, LGBTIQ+ people, people from culturally and linguistically diverse and refugee backgrounds, women, and people with a disability to apply.

### Role purpose

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IMCL's Youth Outreach Program embeds specially trained community outreach lawyers in schools and youth services to provide access to legal help for you people who need it. The program provides compassionate, age-appropriate legal support to enable children and young people to remain focused and engaged at school.

Operating since 2019, the Youth Outreach Lawyer Program works with young people navigating significant social adversity, enabling them to stay in the classroom and connected to their school, supports and communities. The Program builds on the experience of other programs established in schools across Victoria to embed dedicated community outreach lawyers within educational settings that target disadvantaged and marginalised young people.

The Senior Lawyer works collaboratively with the IMCL team and others to:

1. **Provide legal services** (advice, casework and court advocacy) with a focus on issues impacting young people including criminal matters, fines, police accountability and other areas of IMCL practice such as family violence and tenancy.
2. **Develop and strengthen partnerships and stakeholder relationships** with local youth-focused organisations, which include the Hester Hornbrook Academy, The Drum and The Huddle and others, and lead the management of these partnerships in order to implement a sustainable service model and maximise referrals
3. **Attend IMCL outreaches and clinics** on a rostered basis.
4. **Deliver professional and community legal education** to youth workers, education staff and young people.
5. As needed, **identify policy and advocacy opportunities** and work collaboratively with the team to advocate for positive legal and social change.

### Working with

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IMCL management, lawyers, non-legal staff, volunteers, and partner organisations.

### Responsibilities

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#### Legal advice, casework and outreach

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- Deliver high-quality, trauma-informed legal advice and intensive casework to clients and facilitate referrals to other organisations, community legal centres, pro bono partners and community partners.
- Manage a caseload to be negotiated annually inclusive of advice, legal tasks, court representation and other types of representation.
- Oversee referrals through the Youth Outreach program and proactively manage a responsive service model for youth partners.
- Attend internal clinics and outreaches on a rostered basis including at Hester Hornbrook Academy, family violence duty lawyering, and as supervisor-on-site.
- Escalate high risk matters and client-related incidents to the Managing Lawyer or Director of Legal Practice, as appropriate.
- Ensure compliance with IMCL's legal assistance guidelines, policies and procedures, and relevant legislation, regulations and rules.

### **Mentorship of junior staff**

- From time-to-time, you may be asked to supervise junior lawyers or non-legal staff (e.g. paralegal and administrative support staff) as required.

### **Stakeholder engagement**

- Develop and strengthen stakeholder relationships with youth partner organisations and schools.
- Develop and lead professional development sessions for teachers, youth workers and other staff working for young people and legal education sessions for young people.
- Work collaboratively with the IMCL team (including legal staff and relevant key stakeholders) to ensure person-centred and trauma-informed responses underpin all aspects of IMCL's work.
- Where required, assist the leadership team and other key staff with monitoring and evaluating the effectiveness of the Youth Outreach Program including assisting with reporting and other funding requirements.

### **Policy, advocacy and strategy**

- Participate in law reform projects in relation to issues impacting young people and access to justice.
- Identify, collaborate and participate in CLE, law reform projects and advocacy as required.
- Contribute to the delivery of services under the IMCL Organisational Work Plan.

### **Selection Criteria**

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### Qualifications and skills

1. Hold or be eligible to hold an unrestricted legal practising certificate in Victoria.
2. Approximately 5-years of post-admission experience in the areas of law IMCL practices in.

### Essential knowledge and skills

3. Demonstrated technical experience in community law, including proven ability to advise and advocate effectively in such matters, or relevant transferrable legal skills and a willingness to upskills. This includes the ability to appear in the Magistrates' Court with limited supervision.
4. Experience in providing high quality, trauma-informed and client-focused approaches to legal services and an ability to manage a diverse caseload in accordance with best practice principles, rules and guidelines.
5. Proven ability to successfully maintain and/or strengthen stakeholder relationships and work collaboratively across disciplines.
6. Excellent organisational and planning skills, ability to think critically and strategically, and to operate both independently and collaboratively with others to achieve the goals of an organisation and/or team.
7. Experience working with disadvantaged and marginalised clients experiencing intersecting psycho-social issues in a compassionate, competent and inclusive manner.
8. High level oral and written communication and the ability to tailor communication to the audience.

### Desirable knowledge and skills

9. Experience in integrated practice and holistic service delivery and/or working with non-legal professionals in a multidisciplinary environment.
10. Demonstrated capacity to supervise legal and other staff.
11. Experience in policy, law reform, service design and/or community legal education.

### Personal attributes

12. Demonstrated commitment to the values and mission of IMCL.
13. An interest and passion for working with young people.

### Eligibility

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## Position Description

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident, or hold a valid work permit or visa.

For further information, you are welcome to contact Molly Williams (Director of Engagement & Projects) at [molly.williams@imcl.org.au](mailto:molly.williams@imcl.org.au)