



Position Description

Position: Community Lawyer
Reporting to: Principal Solicitor
Location: Epping
Date: July 2026

Organisational Context

Whittlesea Community Connections works with the community to advocate for and deliver services, programs, opportunities and information that ensure everyone has equal access to better, fairer systems and a greater connection to the community.

WCC seeks to ensure all those who live and work in our fast growing region, including those facing disadvantage or hardship can live safe, healthy and fulfilling lives and become active, empowered and connected participants in the local community.

We work alongside individuals, families and groups to create opportunities to build and strengthen connections, supporting a community that is better able to support itself.

We help break down barriers to biased and unfair systems and services to help ensure diverse communities have equal access to the things they need to live safe and empowered lives and can make informed choices.

Whittlesea Community Connections is a community-led organisation that works to build and strengthen the community and break down barriers so that residents of all ages, disability, cultural and linguistic backgrounds, genders, sexual orientations, socio-economic status, and religious or spiritual beliefs can access information and life's essentials such as food, healthcare, jobs, justice, social support and education.

Our vision is for a thriving, resilient and connected community where everyone has a voice and equal access to the services, information and education they need to live fully.

Our strategic priorities

- Women achieve equitable life outcomes and are free from Family Violence
- Young people have a sense of belonging and a voice in their community
- There is equitable access to employment opportunities within a sustainable local economy
- People lead healthy lives connected to community and services
- Whittlesea is a resilient community that is empowered to protect, prepare and adapt to a changing local environment in partnership with our First Nations and diverse communities.

WCC is committed to developing an inclusive workplace that reflects the diversity of our community. We welcome and encourage applications from all ages and genders, Aboriginal and/or Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTIQ+ community, and people with disabilities.



Position Rationale

The Community Lawyer role is an integral part of Whittlesea Community Connections' Community Legal Service. This entry level role will be responsible for maintaining a generalist legal practice in civil matters, family law and family violence matters which fall within the Community Legal Service's Case Management Guidelines. The Community Lawyer works within a collaborative team of generalist community lawyers and specialist family law and family violence lawyers and will provide advice and case work to a diverse range of clients from the City of Whittlesea and surrounds on a wide range of legal issues. The Community Lawyer will have an opportunity to diversify their role through the delivery of community legal education in a diverse range of settings and to diverse community groups, attend outreach within the City of Whittlesea, and through involvement in WCC's school outreach program, Health Justice Partnerships and assistance with law student clinics.

Accountability

The Community Lawyer will be accountable to the Principal Solicitor through regular support, supervision and reports. This position is subject to a three-month probationary period.

Overview of Duties

- Maintain a generalist practice case load, including provision of advice and case work for civil matters (including fines, infringements, motor vehicle accidents, neighbourhood disputes and consumer matters) and family law matters (including divorce proceedings) within the Case Management Guidelines
- Attend legal outreach within the City of Whittlesea on as needs basis.
- Participate in the preparation of and delivery of community legal education on a wide variety of topics that meet community needs.
- Assist with WCC's school outreach program, including attending outreach at schools, delivering legal education activities in schools and
- Contribute to the preparation of reports and other clinic/service planning, needs analysis and accountability documentation as required.
- Ensure compliance with relevant professional and ethical standards relating to legal practice, including the *Legal Profession Uniform Law Application Act 2014* and the National Risk Management Guide of the National Association of Community Legal Centres.

Key Selection Criteria - Essential

- Law degree and admitted to practice as a Barrister and Solicitor in the State of Victoria and High Court of Australia.
- A minimum six months post admission experience in the provision of legal advice, advocacy and/or case work in general civil and/or family law matters.
- Good working knowledge of family law and family violence practice in Victoria.
- Demonstrated interpersonal skills, including effective communication, negotiation, verbal and written presentation and partnership building skills.



- Experience working in cross-cultural settings and with clients from diverse backgrounds.
- Experience and commitment to working collaboratively as part of multi or inter-disciplinary team.
- Demonstrated commitment to social justice and an understanding of the legal and other issues that impact on people's access to justice.

Desirable

- Fluent in a community language other than English.
- Ability to build and strengthen relationships with a diverse range of key partners, stakeholders and specialist services to benefit clients and the organisation.

Salary and Conditions

- Conditions are in accordance with the Social, Community, Home and Disability Services (SCHADS) Industry Award 2010, Level 4
- This position is offered as a full-time role, with flexible working arrangements considered according to business needs
- This is a fix term contract position until 30 June 2027.
- An above award salary plus super and leave loading, is offered. Generous salary sacrifice arrangements, if taken up by the employee, can significantly increase the net value of the remuneration received
- The successful applicant will be required to enter into an employment contract, have a Current Working with Children's Check and undergo a National Police Check.