

Position Description	
Position title	Lawyer (Level 2) Not-for-profit Law
Position reports to	Principal Lawyer
Position supervises	Paralegals, Lawyer Level 0 and Level 1 as required
Position works in close collaboration with	Principal Lawyer, Not-for-profit Law Lawyers, Paralegal, and Managers (including Manager of Not-for-profit Law Training)
Employment status	Full-time (ongoing)
Hours	37.5 hours (full-time) (30 hours part-time) may be considered for a suitable candidate)
Salary	\$118,686.22 (JC10B) per annum (pro-rata if part-time), plus superannuation which will be paid according to statutory requirement, with annual leave loading, additional leave benefits and generous salary packaging options.
Location	Level 5, 446 Collins Street Melbourne or Level 5, 175 Liverpool Street, Sydney (hybrid working model: 40% time spent in the office across the month).

Role Purpose

The Lawyer (Level 2) plays a vital role in delivering a range of legal services to community organisations as part of the Not-for-profit Law team. The Lawyer (Level 2) will provide high-quality legal advice, information, and training to not-for-profit community organisations.

Key Responsibilities

Contribute to Not-for-profit Law's legal practice:

- Regularly oversee the intake of enquiries from not-for-profit organisations (including undertaking comprehensive eligibility assessments) in line with Not-for-profit Law processes.
- Draft and provide comprehensive, high-quality legal advice to eligible not-for-profit organisations across a range of areas of law (including charity law and governance, tax, managing volunteers, and employment amongst others).
- Facilitate pro bono referrals for eligible not-for-profit organisations to Justice Connect member law firms (including drafting clear referral documentation and managing the referral process).
- Escalate risk and practice management issues to the Principal Lawyer.
- Develop and deliver legal training (face-to-face and via technology) for not-for-profit organisations on a range of legal issues (such as the Legal Duties of Board and Committee Members, Safety, Risk & Insurance, and Legal Issues in Managing Volunteers, amongst others).
- Undertake legal research and analysis on relevant policy and law reform issues affecting the not-for-profit sector and provide input into advocacy activities.
- Contribute to the development and revision of plain language resources and self-help tools for community organisations, such as fact sheets, guides and online tools.

- Actively support the professional development of other staff within the Not-for-Profit Law team (including, if necessary, the direct supervision of at least one team member).
- 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.

Organisational contribution:

- 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.
- Contribute to program level reporting and measurement, evaluation and learning work where required.
- Contribute to Justice Connect's Reconciliation Action Plan and inclusion initiatives.
- Support organisational learning by sharing legal insights and trends.
- Participate in cross-team projects or collaborations as needed.
- Demonstrate behaviours aligned with Justice Connect's values and expectations.

Workplace health and safety:

- Lead, promote and maintain a safe work environment and culture, ensuring compliance with work, health and safety laws, policies and procedures, and proactively identify and mitigate work, health and safety risks within the workplace.
- Take all reasonable care regarding your own health and safety and the health and safety of others in the workplace and ensure compliance with policies and procedures.

Selection Criteria

Qualifications:

- Australian Legal Practitioner.
- Eligible to hold an unsupervised practising certificate (essential).
- Minimum of 1 (one) year unsupervised practice.

Technical expertise:

- Understanding of legal issues commonly faced by not-for-profit organisations, including experience in charity law, governance, deductible gift recipient (DGR) endorsement, managing volunteers and privacy law.
- Expertise in employment law (highly desirable).

Experience:

- Experience in the delivery of plain language legal advice and information, preferably to community organisations (required).
- Experience in law reform and advocacy work (desirable).
- Experience working or volunteering in a not-for-profit or social enterprise, including as a board or committee member of a community organisation (desirable).
- Experience delivering legal training to non-legally trained audiences (desirable).

Knowledge, skills, and attributes:

- A commitment to Justice Connect's strategy and values, including in social justice and the role community organisations play in improving society.
- Excellent verbal and written communication skills.
- Highly motivated, diligent, strategically minded.
- Demonstrated ability to work collaboratively.
- A sense of humour and an ability to influence and lead.



- Sound computer skills within a legal practice environment (knowledge of Microsoft Office Suite and Copilot desirable).

