

Position Description

Position	Senior Community Lawyer, Seniors Rights Victoria
Tenure	Permanent (subject to funding)
Status	Part Time – 0.6 (22.8 hours per week)
Hours of Work	Monday to Friday
Award Classification	As per Social, Community, Home Care and Disability Services Award, Social & Community Services, Level 6
Date Prepared	14 August 2026
Reports To	Managing Lawyer, Seniors Rights Victoria

ORGANISATIONAL OVERVIEW:

Council on the Ageing (COTA Victoria) is the leading not-for-profit organisation representing the interests and rights of people aged over 50 in Victoria. For nearly 70 years in Victoria, we have led government, corporate and community thinking about the positive aspects of ageing.

COTA Victoria's strategic and operational focus is on promoting older age as a time of opportunities for personal growth, contribution and self-expression. We believe there are obvious National, State, community, family and individual benefits from this approach.

COTA Victoria has an experienced Board; highly qualified, permanent staff located in a central Melbourne office location; and a broad State membership and volunteer base.

The reason we exist:

- *We improve the lives of Victorians as they age: by championing the strengths, desires and decisions of older people.*
- *We believe that ageing is not a problem to be solved, but a powerful and natural phase of life to be lived with meaning, autonomy and connection.*
- *We work alongside older people to uphold their rights, amplify their voices, and ensure their full participation in the economic, social and cultural life of our communities.*

The impact we are aiming for:

- *Older Victorians are empowered to make decisions, shape their own futures, and live with purpose at every stage of later life.*
- *We envision a society that recognises the gifts of ageing — experience, wisdom, creativity, care — and places older people at its heart.*
- *Through our advocacy, services, partnerships and campaigns, we unlock the potential of ageing to enrich lives, strengthen communities, and create intergenerational value.*

What we're focusing on:

- *We influence*
- *We empower*
- *We amplify*

Organisational values:

- *Respect*
- *Diversity*
- *Collaboration*
- *Integrity*

PROGRAM OUTLINE:

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Seniors Rights Victoria (SRV) is a state-wide, specialist multidisciplinary Community Legal Centre which sits within COTA Victoria. SRV's mandate and sole focus is elder abuse. Elder abuse is any act which causes harm to an older person, carried out by someone they trust such as family or friends. Elder abuse may be physical, sexual, financial, psychological, or social abuse, or neglect.

SRV operates Victoria's elder abuse Helpline which provides information and referrals to any person concerned about elder abuse, including professionals seeking secondary consultations. SRV's provides services direct to older people experiencing abuse including specialist legal services, short term support and advocacy, and community education.

In addition, SRV has broader policy, systemic advocacy, law reform and capacity building roles both in Victoria and nationally to raise awareness of elder abuse and promote prevention.

ABOUT THIS POSITION:

The Senior Community Lawyer provides high-quality advocacy, legal advice, casework and representation to SRV clients. The lawyer will work alongside the Advocacy team to deliver an integrated and holistic service to older people experiencing elder abuse. The lawyer will support the Principal Lawyer & Managing Lawyer in supervision and mentoring less experienced team members.

RESPONSIBILITIES

1. Provide high quality legal advice, representation, dispute resolution, and court advocacy, on elder abuse issues to clients (face to face, by telephone, in the SRV office and at outreach locations) in accordance with SRV guidelines, and COTA Victoria policies and procedures.
2. Undertake legal casework for clients in areas of the law relating to elder abuse under the supervision of the Principal Lawyer and Managing Lawyer and in accordance with SRV guidelines and COTA Victoria policies and procedures.
3. Represent clients as required and appropriate, in family violence and other civil matters relating to property, guardianship, administration and powers of attorney.
4. Prepare briefs to Counsel and instruct Counsel on a broad range of matters relating to elder abuse
5. Provide secondary consultation, legal information and advice to community workers or lawyers about options and legal remedies for their clients who may be experiencing elder abuse.
6. Provide information to family and community members on elder abuse issues in accordance with service guidelines.
7. Assist in mentoring, training and support and supervision of lawyers, paralegals and legal interns/volunteers within SRV.
8. Assist in the induction of new lawyers, paralegals, and legal interns/volunteers within SRV.
9. Contribute to the development and delivery of legal and community education programs and materials or publications to raise awareness and promote prevention of elder abuse.
10. Contribute to systemic advocacy, law reform and other projects in collaboration with key partners and stakeholders.
11. Fulfil organizational responsibilities:
 - a. Record client data and produce case notes and legal advice records as required in timely manner;
 - b. Collaborate with Advocacy team to deliver an integrated service;
 - c. Participate in team meetings, supervision, and appropriate professional development and training;
 - d. Collaborate with other COTA Victoria teams and staff.

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12. Any other duties as required from time to time.

KEY SELECTION CRITERIA

Mandatory

1. Admitted to practice as an Australian Lawyer and the holder of (or be eligible to hold) an unrestricted practicing certificate in Victoria under the Legal Profession Uniform Law.
2. Minimum 4 years post admission experience.

Professional

1. Demonstrated knowledge and post admission experience in elder law or related areas (intervention orders, property law, Powers of Attorney, guardianship etc.).
2. Demonstrated understanding of family violence and elder abuse or the ability to acquire.
3. Demonstrated understanding of multi- disciplinary practice.
4. Ability to deliver professional and community education.
5. Experience in mentoring less experienced team members
6. Excellent written and oral communication skills, including the ability to break down complex legal jargon.
7. Demonstrated commitment to social justice.
8. Strong information technology skills, including ability to produce and manage documentation and files electronically, and learn new systems as required.

Personal

1. Demonstrated ability to work with people from diverse backgrounds, including older people and those who identify as Aboriginal & Torres Strait Islander, Culturally and Linguistically Diverse, and LGBTQIA+
2. Demonstrated ability to collaborate and work in, and support, a cohesive multi-disciplinary team.
3. Demonstrated ability to work under pressure, manage timelines and work with conflicting deadlines and priorities.

Specific Restrictions/Conditions

1. Must be physically capable to carry out administrative duties, involving extended periods of VDU use;
2. This role occasionally requires out-of-hours work;
3. Current valid Victorian drivers license.
4. Employment is subject to an ongoing satisfactory police check.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Statement of accountabilities for this position (if relevant) is outlined within the organisation's Delegation of Authority.

OTHER RELEVANT INFORMATION:

Location: Level 1, 420 St Kilda Road, Melbourne, VIC 3004

Commencement Date: As outlined within your Employment Contract.

Other: Council on the Ageing has an Enterprise Bargaining Agreement (EBA) that covers

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all COTA employees: 3 years from 12th May, 2021.

Salary Sacrifice: Available in accordance with Australian Taxation Office legislation and regulations, and in accordance with the Council on the Ageing's Policy and Procedure

Self-Referral: It is COTA policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.