

## **Accreditation and Capability Coordinator**

Community Legal Centres NSW

Part-time, permanent, 28 hours a week

Grade 5, CLCNSW Enterprise Agreement, \$105,888 to \$115,697 FTE (\$84,710 to \$92,558 pro rata at 28 hours per week), plus superannuation and the option for salary packaging.

Based anywhere in NSW, with Wednesdays on-site in our Surry Hills office

Applications close [date]

### **About us**

Community Legal Centres NSW is the peak body for community legal centres in NSW. There are almost 40 centres, from inner Sydney to the far west, and they give free legal help to people who need it most: people facing violence, eviction, debt, discrimination, or the wrong end of a system that wasn't built for them.

We don't run those services. We back the people who do. We represent centres to government, push for law reform, and help centres build the systems that let them keep the doors open and do the work well. That last part is where this role sits.

### **About the role**

Community legal centres across NSW are accredited under the National Accreditation Scheme, and CLCNSW runs that process for the sector. It's how centres demonstrate they're well governed, safe and delivering quality services, and it's tied to their funding.

We're expanding the accreditation team from one position to two, and this is the new role. You'll work alongside the State Accreditation and Capability Manager to keep reviews moving: scheduling them, gathering and tracking the evidence centres submit, keeping records straight, and visiting centres in person to complete the parts of a review that can't be done online.

Those site visits are a real part of the job. You'll carry out workplace health and safety checks, look over premises and service sites, and sight documents that centres can't upload because of privacy requirements. You'll also help run training and events for the sector.

There's room to grow here. You'll be learning quality assurance and assessment practice from the person who runs the scheme in NSW, and the role is designed to take on more complex work as your skills build.

### **About you**

You're organised and you finish things. You can run several processes at once without losing track, you're accurate with records, and you're comfortable following up people who owe you documents.

You've worked in the not-for-profit sector, in any field and have a deep understanding of the complexities of the sector. You communicate clearly and professionally with people outside your organisation. You handle confidential information with clear judgement. You're confident with databases, online portals and digital meeting tools, and you can work on your own without much day-to-day supervision.

You have a personal commitment to anti-racism and can work respectfully and in a culturally safe way with Aboriginal Community Controlled Organisations and with services supporting Aboriginal and Torres Strait Islander communities.

Experience in a community legal centre or the legal assistance sector is a big plus, as is any background in quality assurance, accreditation, audit or compliance, or in coordinating training and events.

### **What we offer**

We're a small team, around eight people, most of us part-time. Our Enterprise Agreement pays above the SCHADS Award and gives you more leave than the Award requires, including paid leave over Christmas and New Year. Salary packaging is available and can increase your take-home pay. We're flexible, friendly and supportive, and we care about the work.

### **The practical details**

You'll need a current driver licence and to be willing to travel across NSW, including the occasional overnight stay. A Working with Children Check and National Police Check are required. Six months probation applies.

### **How to apply**

Send your CV and a cover letter of no more than two pages telling us how you meet the selection criteria to [email] by [date]. The full position description is at [link].

Aboriginal and Torres Strait Islander people are strongly encouraged to apply. We welcome applications from people of all backgrounds, including people with disability, people from culturally and linguistically diverse communities, and LGBTIQ+ people.

For a confidential conversation about the role, contact [name] on [phone] or [email].