



Marrickville Legal Centre

From the inner west,
serving NSW

Job Advertisement

Employer	Marrickville Legal Centre
Position title	Youth Solicitor
Salary Range	\$75,000-\$80,000
Reports to	Managing Principal Solicitor
Staff Management	Paralegals, PLTs, students and volunteers
Type/Hours	Full-time employee, 38 hours per week.
Role overview	<p>Marrickville Legal Centre offers free legal advice and assistance to the community of the inner-west, south-west, southern suburbs of Sydney, and beyond. There are 1.5 million people living in our key catchment: that's 30 percent of Sydney's total population.</p> <p>Marrickville Legal Centre solicitors provide access to justice through the provision of legal services, law reform and community legal education, particularly for people who are disadvantaged by their social and economic circumstances.</p> <p>The Youth Legal Service (YLS) provides specialist legal information, advice, assistance and ongoing representation for young people up to 25 years of age as well as to youth workers and parents on behalf of young people in relation to a wide range of legal issues. The YLS also provides community legal education to young people, and those who work with young people. The YLS convenes the Youth Justice Coalition, a network of legal and non-legal youth justice agencies. This is a state-wide service.</p> <p>The position operates under the direction and supervision of the Managing Principal Solicitor and its primary focus is on delivering legal assistance, Community Legal Education (CLE), stakeholder engagement, managing internal and external client referrals and assisting with client management for YLS matters that are undertaken by more senior lawyers in the appropriate teams.</p> <p>This position will be based primarily at Marrickville Legal Centre's offices in Marrickville, however work will be undertaken at Burwood Local Court providing a duty lawyer service Thursdays and Sutherland Local Court providing a duty lawyer service on Wednesdays.</p> <p>This position will also involve regular travel to outreach locations across metropolitan Sydney for the purpose of delivering legal advice clinics and legal education, as well as out-of-hours work to supervise evening advice (once weekly) and weekend work to participate in community activities and events (occasionally).</p>
Essential skills	<ul style="list-style-type: none">• Admitted as a Solicitor of the Supreme Court of NSW.• Working with Children Check.• Prior experience in a legal not-for-profit setting such as a Community Legal Centre dealing with, identifying, and understanding the specific



Marrickville Legal Centre

	<p>from the inner suburbs of NSW</p> <p>responsibilities of young people aged 25 and under. This includes legal and non-legal issues.</p> <ul style="list-style-type: none"> • Existing stakeholder relationships with youth organisations, disadvantaged schools, and youth committees such as the Youth Justice Coalition. • Post Admission Experience – 2 years or more. • Proven ability to relate to vulnerable youth, particularly those living with a disability and those who are Culturally and Linguistically Diverse. • Experience advocating in the Local Court of New South Wales and District Court of New South Wales in criminal and traffic related matters. • Experience advocating and representing clients in police tort matters. • Demonstrated extensive experience of 2 years or more in criminal law and traffic law. • Sound judgment and outstanding analytical skills. • Proactive and independent attitude and result oriented approach. • Flexible, adaptable, and able to challenge the status quo to deliver the best possible outcome for the community. • Ability to present complex legal and other information clearly, accurately and in a way that can be understood by our young people. • Demonstrated ability to take initiative, accept responsibility, and work as part of a multi-disciplinary team, including the supervision of a broad range of volunteers. • Ability to supervise and coordinate teams and volunteers to deliver the legal advice in line with MLC’s service agreements. • Strong relationships with key stakeholders who provide support to young people across New South Wales. • Demonstrated experience of 2 years or more in working with youth organisations to present legal information to young people in educational settings. • Existing pro bono partner relationships with law firms
<p>About Marrickville Legal Centres Goals</p>	<p>Marrickville Legal Centre’s vision is to promote social justice through the provision of free and accessible legal and related services to people who experience social and economic disadvantage. Each and every team member has a role to contribute to our strategic pillars:</p> <ul style="list-style-type: none"> • For all people: We’re proud to stand alongside individuals who are disadvantaged by our justice system, helping them toward better & fairer outcomes. • For progress: We work with community partners to make sure the voices of disadvantaged people are heard in the processes that lead to policy reform. • For working together: We are proud to bring people together to promote justice and protect human rights. • For lasting change: We aim to resolve any immediate legal issues, and to link our clients to resources and services that will support them towards positive and lasting change in their lives, and in our community.

Roles and Responsibilities



Area	Key activities	Measures
<p>Case work responsibilities</p>	<ul style="list-style-type: none"> • Provide high-level, accurate and detailed legal advice, advocacy, and casework services to YLS clients. • Provide ongoing representation in civil, employment, criminal, traffic, and police tort matters. • Provide legal advice and casework services, under supervision of the MPS and other senior lawyers. • Appear for mentions and assist in the preparation and appearance for pleas and hearings in the local court. • Assist with the Duty Lawyer Service ('DLS') at Burwood Local Court. • Ensure MLC is delivering legal advice to the community in line with the performance measures stipulated in the relevant service agreements. • Coordination of volunteers and the smooth operation of the Youth Advice Clinic. • Manage the workload independently and efficiently. • To work closely with management to ensure alignment of priorities, case management and appropriate resourcing of such pipelines. • Organise and record all official documents required to file cases. • Manage effective communications and responsiveness with clients in relation to their cases. • Working cooperatively within a team, exchanging information, and supporting other members of the legal team in order to ensure consistent service delivery and ability to step in to cover gaps in other jurisdictions as and when required. 	
<p>Customer, stakeholder and advocacy responsibilities</p>	<ul style="list-style-type: none"> • Conduct community legal education (CLE) with community organisations and groups in the MLC catchment area about legal issues relevant to young people. • Promote MLC's YLS to young people, schools, and other relevant community groups by participating in networks, working groups and other forums, including – with the assistance and oversight of the Fundraising & Communications Manager - social media. • Collaborating and engaging with external legal and community service providers in order to 	



**Marrickville
Legal Centre**

	<p>the inner west of NSW</p> <p>ensure advocacy of emerging matters effecting youth people.</p> <ul style="list-style-type: none"> • Identify key youth community organisations and promote the YLS to these organisations to develop effective referral pathways. • Liaise and building relationships with other youth organisations to increase awareness of, and improve responses to, young people in need of legal assistance. • Anticipate and keep informed of Government direction and the implications for legislation and for organisational activities to develop and respond to legislation and generate innovative solutions to legal matters which lack precedence. 	
--	--	--

<p>Operational responsibilities</p>	<ul style="list-style-type: none"> • Ensure that the CLC Risk Management Guide requirements for all aspects of legal advice and casework are adhered to. • Ensure file records and statistical data on client contacts are accurately recorded. • Privacy / data protection: ensuring compliance with law and internal policies with regard to client and case information. • Regulatory: ensuring your appropriate licences are obtained and maintained. 	<p>Adherence to compliance requirements.</p>
<p>Work, Health & Safety</p>	<ul style="list-style-type: none"> • Comply with the WH&S Policy and applicable regulatory and organisational WH&S rules and requirements. • Participate in WH&S training programs and take personal responsibility for own safety. 	<p>Work in compliance with WH&S framework and policies.</p>