



POSITION DESCRIPTION

Position Title	Community Legal Education (CLE) Manager
Location	Darwin
Closing Date	24 January 2024

ABOUT NAAFLS

NAAFLS is an Aboriginal Community Controlled Organisation (ACCO) and independent Family Violence Prevention Legal Service (FVPLS).

We are the only victim-based Aboriginal legal service in remote communities in the Top End region of the NT.

We have offices in Darwin (Larrakia land), Katherine (Jawoyn, Dagoman and Wardaman land) and Nhulunbuy (Yolngu land), and service over 40 remote communities within the Top End region spanning from the Tiwi Islands down to Lajamanu, Wadeye across to Borroloola. We provide culturally sensitive legal advice, assistance, representation, and support to Aboriginal and Torres Strait Islander people in Top End communities who have experienced domestic, family, and sexual violence.

We offer the unique opportunity to work collaboratively alongside client support officers and case workers, which are Aboriginal and Torres Strait Islander identified roles, to ensure that our service is culturally safe and holistic.

This holistic and culturally appropriate model of service sets us apart, seeking practical community-based solutions to the most complex legal problems.

Our primary practice areas are family law, child protection, and domestic violence; though we frequently intervene in coronial inquiries, parliamentary inquiries, and other administrative or criminal proceedings as required.

KEY RESPONSIBILITIES

1. Develop and implement a Community Legal Education (CLE) plan consistent with NAAFLS' strategic plan and funding agreements
2. Lead an assessment, among a few selected communities, aimed at improving NAAFLS' understanding of the needs, priorities and legally sound approaches to the delivery of violence prevention and child protection community education.
3. Based on community-based assessments, lead the development and enhancement of NAAFLS' community education program and resources.
4. Ensure community education programs and resources are well understood and effectively used by all appropriate NAAFLS staff.
5. Lead the development of best practice CLE delivery and evaluation in the Northern Territory
6. Participate in development of systems to enable monitoring, evaluation and collection of statistical data to inform education work of NAAFLS.
7. Undertake other reasonable duties as directed.

DUTIES

1. Managing and build capacity of the Community Legal Educator .Develop and implement CLEs in NAAFLS service area.
2. Implement innovative strategies to engage and communicate with our priority communities to address identified access to justice needs and issues in the local region.
3. Administer requests for CLE from the community and key stakeholders and respond to them in a timely manner.

4. Consult with staff and Aboriginal and Torres Strait Islander communities to assess and determine community needs and priorities in relation to CLE.
5. Collect and record all CLE activities in NAAFLS document system Action Step.
6. Adhere to NAAFLS policies and procedures.
7. Build a positive culture within the service which is aligned with NAAFLS' values and Strategic Plan.
8. Participate in all staff and team meetings as required.
9. Undertake training/professional development in consultation with the PLO.
10. Maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures
11. Undertake other duties as reasonably directed.

SELECTION CRITERIA

1. Hold, or eligible to hold, a practising certificate in the Northern Territory, with minimum 12 months post admission experience in the delivery of legal services in the areas of law covered by NAAFLS – family law, child protection, domestic and family violence.
2. Demonstrated ability to communicate effectively with Aboriginal people from Top End communities, including demonstrated experience in cross-cultural communication.
3. Understanding of adult learning principles and how these apply in an Aboriginal education context.
4. Proven ability to lead a project team in the delivery of timely and quality outcomes.
5. High level attention to detail and demonstrated ability to work with an electronic records management system and enter accurate and timely data and use a range of computer programs.
6. Demonstrated ability to perform as a reliable, productive and constructive team member in multi-cultural workplace.
7. High level organisational skills, demonstrating initiative and commitment to service delivery.
8. Availability to undertake overnight travel to remote communities, up to a week at a time on a regular basis.
9. Demonstrate a comprehensive understanding of confidentiality, mandatory reporting and the issues relating to family violence and child protection.
10. Ability to obtain a Working with Children Clearance (WWCC) and undergo a Criminal History Check.
11. Possess a current 'C' Class NT Drivers Licence.

Please note: Applications for this position must address the selection criteria in a one-page summary sheet outlining how you meet the selection criteria and send this with your current resume/cv to hr@naafls.com.au



EMPLOYMENT CONDITIONS

Position Title	Community Legal Education Manager
Location of Employment	Darwin
Reports To	Principal Legal Officer
Probationary Period	6 months
Employment Type	Full-time ongoing position (<i>subject to funding</i>)
Hours of work	Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm
SCHADS Award Level	Classification Level 6
Remuneration	Salary \$106,389.92 to \$111,092.80 per annum (<i>dependent on experience</i>)
Salary Packaging	Equivalent salary range with packaging approx. \$115,450 to \$120,166 per annum <i>As a Public Benevolent Institution (PBI) NAAFLS can offer up to \$15,899 per annum of the salary, Tax-free as a fringe benefit (conditions apply).</i>
Superannuation	11.5%
Leave Entitlement	6 weeks per annum plus 17.5% leave loading
Personal/Carer's leave	15 days per annum
Equipment supplied	<ul style="list-style-type: none"> • Laptop • iPhone • Uniforms
Additional benefits	<ul style="list-style-type: none"> • Time off in Lieu of Overtime • Travel Allowance • Annual individual training budget • Paid parental leave applicable to Primary or Secondary Carer (<i>6 weeks' paid after 12 months service</i>) • Study Leave • Defence Leave
Mandatory employment requirements	<ul style="list-style-type: none"> • Evidence of a current Australian Legal Practising Certificate or eligibility to obtain one • Obtain a working with children clearance (WWCC) • Obtain a clear Criminal History Check • Possess a current 'C' Class NT Drivers Licence
Conditions of Employment	<ul style="list-style-type: none"> • Social, Community, Home Care and Disability Services Industry Award 2010 • National Employment Standards • Fair Work Act