

## Role description

Position Title	Policy and Communications Coordinator
Part time	4 days per week
Classification	Role is classified as level 6 of the Community Legal Centres Australia Enterprise Agreement \$115,635-\$120,744 p.a. (pro-rata). This Enterprise Agreement uses the Social, Community, Home Care and Disability Services Industry Award 2010 (the award) and the role is equivalent to level 6 of the award. Our salaries and conditions are above the award.
Reports to	Advocacy and Communications Manager
Supervises	<p>This role does not manage other staff but may supervise some aspects of other staff members' work.</p> <p>Will supervise contractors and volunteers, such as law students and graduate lawyers.</p>
Location	Level 10, 307 Pitt Street, Sydney. CLCs Australia supports flexible working conditions and current policy permits employees to work from home up to 50% of paid hours, and potential to work remotely for the right candidate.

## Responsibilities

Program Delivery – Advocacy and law reform	<p>Support the Advocacy and Communications Manager and other staff members to develop and implement the organisation's law reform and advocacy strategy, with a focus on improving the reach, impact, and sustainability of a national sector committed to access to justice and human rights.</p> <p>Undertake policy development and research to support CLCs Australia's law reform and advocacy.</p> <p>Support the Advocacy and Communications Manager to supervise law students and graduate lawyers.</p>
Program Delivery – Communications	<p>Help manage Community Legal Centres Australia's communications to the sector and key external stakeholders across all areas of service delivery including national law reform and funding advocacy, annual sector surveys, our biannual national conference, data and technology, accreditation, and insurance.</p> <p>Maintain the organisation's online and social media presence, including content creation, analytics and reporting to the CEO and Board.</p> <p>Oversee production and publication of regular sector-wide updates about key issues, events, and services, including e-newsletters and direct mailouts.</p>

	Build the communications and advocacy capability of our Customer Relationships Management (CRM) tool.
Program Delivery - Publications and reports	<p>Oversee production of major reports for publication, including:</p> <ul style="list-style-type: none"> <li>• Biennial <b>State of the Sector survey</b> reports and worker demographic survey reports</li> <li>• Regular member satisfaction survey reports</li> <li>• Annual Reports</li> </ul>
Stakeholder Engagement	<p>Support the Advocacy &amp; Communications Manager to deliver the biennial National Community Legal Centres Conference.</p> <p>Build and maintain strong working relationships with key stakeholders, including state and territory community legal centre peaks and associations, national networks, individual community legal centres and journalists and media contacts.</p> <p>Seek, respond to, and implement stakeholder feedback into organisational strategies and work plans.</p>
Systems and procedures	<p>Contribute to the development of advocacy and communications guides and policies as required, including policies regarding media engagement, social media, and representing Community Legal Centres Australia in public forums.</p> <p>Contribute to continuous improvement of internal systems and compliance to organisational policies and procedures.</p> <p>Contribute to organisational wide policies and procedures.</p>
Support	<p>Provide support to other Community Legal Centres Australia programs, particularly in relation to sector communications about program delivery.</p> <p>Provide support, reports and any other duties as reasonably directed by the Advocacy and Communications Manager and the CEO.</p>
Other	<p>Contribute to and work in a way that is consistent with Community Legal Centres Australia organisational culture, aligned with our Values, Impact Strategy, Reconciliation Action Plan and other organisational plans, policies, and procedures.</p> <p>Work to maintain and improve the organisation's culture.</p>
Personal attributes	<p>You are self-motivated and have a strong track record in creating strong, ongoing relationships with partner organisations. You are committed to social justice and human rights and work well with a wide variety of people.</p> <p>You think strategically, are flexible, adaptable, practical, and solutions focused. You support and inspire collaboration.</p>

# Selection Criteria

## Essential

- Demonstrated commitment to social justice and human rights, including an understanding of the barriers to justice experienced by Aboriginal and Torres Strait Islander people and people experiencing disadvantage or discrimination.
- Relevant tertiary qualifications.
- Demonstrated capacity and relevant experience in one or more of the following: policy analysis and development; social or legal research; communications; project management.
- Strong written, visual, and verbal communication skills, including the ability to translate complex technical and legal information for a lay audience.
- Demonstrated skills and experience managing digital tools such as websites and social media profiles.
- Digital competency, with experience using or demonstrated capacity to learn the Microsoft 365 and Adobe suites, WordPress, Hootsuite, and CRMs.