

# Duty Statement

Agency	Legal Aid NT	Work unit	Community Legal Education (CLE)
Job title	Community Legal Educator	Designation	Administrative Officer 4 (AO4)
Job type	Full Time	Duration	12 Month
Salary	\$75,091 - \$85,611 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	Multiple	Closing	4PM, Friday 28 November 2025
Contact Officer	Human Resources on 8999 3000 or <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		
About the agency	<a href="http://www.legalaid.nt.gov.au">www.legalaid.nt.gov.au</a>		
Apply online	Please submit applications to <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		

## Information for applicants

To be considered for this position, applicants must attach a resume, a statement addressing the selection criteria (maximum 2 pages), and copies of your tertiary qualifications.

## Inclusion and diversity

Legal Aid NT values diversity. We encourage people from all diversity groups to apply for vacancies and accommodate people with disability by making reasonable workplace adjustments.

## About Legal Aid NT

Legal Aid NT is an independent statutory authority established under the *Legal Aid Act 1990* (NT). Our purpose is to ensure that people in the Northern Territory understand their legal rights and disadvantaged people have access to quality legal services, and to uphold a fair Northern Territory and national justice system.

## Primary objective

Under the supervision of the CLE Coordinator, the Community Legal Educator provides information and education about the law, legal rights and processes to benefit community members and service providers in the Northern Territory. The Community Legal Educator will work as part of the CLE team implementing the Legal Aid NT CLE Strategy with a diverse groups and programs that change over time.

## Key duties and responsibilities

1. Research, develop and distribute quality legal information and education resources and activities using a range of creative approaches including electronic media.
2. Collaborate with Legal Aid NT partners to coordinate programs and projects that provide community legal education to promote access to justice for target audiences.
3. Undertake community engagement activities to identify needs, foster connections and provide legal information to community members and service providers on a range of legal issues.
4. Design and deliver community legal education and information sessions and activities for Legal Aid NT's target audiences.
5. Contribute to the ongoing review, development and dissemination of consistent, effective legal education and information materials in print and digital forms.
6. Provide project support and assistance to the CLE team and to other teams throughout Legal Aid NT in the area of preventative legal services.
7. Develop and use communication tools to share Legal Aid NT messages with the community.
8. Other duties as appropriate in line with Legal Aid NT strategies.

## Selection criteria

### Essential

1. Well-developed oral and written communication skills, including the ability to communicate with people from diverse backgrounds.
2. Excellent organisational and time management skills with the ability to operate with minimal supervision as well as working effectively within a team.
3. Self-motivated with a demonstrated ability to use initiative, sound judgement and problem solve.
4. Demonstrated high level competency in the use of IT platforms and programs including the ability to conduct online research.
5. Demonstrated experience in project coordination, including planning, implementation, time & workload management, and evaluation.
6. Demonstrated experience and commitment to community engagement and quality service delivery.
7. Knowledge of current legal issues affecting disadvantaged people in the NT, including barriers impacting on community access to legal information and assistance.

8. Ability to travel as required and work outside of normal work hours to deliver community legal education programs.
9. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

**Desirable**

1. Tertiary qualifications in law, education, community development, communications, or another relevant field.
2. Experience with or the ability to maintain online content.
3. Understanding and demonstrated skills in the use of technology to communicate social messages.

**Further Information**

- The successful applicant will be required to obtain and hold a Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.
- The successful application must hold a current NT 'C' class driver's licence or the ability to obtain as per the requirements of the NT Motor Vehicle Registry (MVR) Road Users' Handbook.