



Position Description

Position: Family Law/Family Violence Community Lawyer
Reporting to: Principal Solicitor
Location: Epping
Date: February 2026

Organisational Context

Whittlesea Community Connections works with the community to advocate for and deliver services, programs, opportunities and information that ensure everyone has equal access to better, fairer systems and a greater connection to the community.

WCC seeks to ensure all those who live and work in our fast growing region, including those facing disadvantage or hardship can live safe, healthy and fulfilling lives and become active, empowered and connected participants in the local community.

We work alongside individuals, families and groups to create opportunities to build and strengthen connections, supporting a community that is better able to support itself.

We help break down barriers to biased and unfair systems and services to help ensure diverse communities have equal access to the things they need to live safe and empowered lives and can make informed choices.

Whittlesea Community Connections is a community-led organisation that works to build and strengthen the community and break down barriers so that residents of all ages, disability, cultural and linguistic backgrounds, genders, sexual orientations, socio-economic status, and religious or spiritual beliefs can access information and life's essentials such as food, healthcare, jobs, justice, social support and education.

Our vision is for a thriving, resilient and connected community where everyone has a voice and equal access to the services, information and education they need to live fully.

Our strategic priorities

- Women achieve equitable life outcomes and are free from Family Violence
- Young people have a sense of belonging and a voice in their community
- There is equitable access to employment opportunities within a sustainable local economy
- People lead healthy lives connected to community and services
- Whittlesea is a resilient community that is empowered to protect, prepare and adapt to a changing local environment in partnership with our First Nations and diverse communities.

WCC is committed to developing an inclusive workplace that reflects the diversity of our community. We welcome and encourage applications from all ages and genders, Aboriginal and/or Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTIQ+ community, and people with disabilities.



Position Rationale

The Family Law/Family Violence Community Lawyer is an integral part of Whittlesea Community Connections' Community Legal Service and will service the increasing demand of referrals from the Service's Health Justice Partnerships. They will be responsible for maintaining a specialist legal practice in family law and violence matters, provide supervision and upskilling to supervise junior lawyers as well as generalist legal matters as capacity allows which fall within the Community Legal Service's Case Management Guidelines. The Family Law/Family Violence Community Lawyer works within a team of generalist community lawyers and specialist family law and family violence lawyers and will provide advice and case work to a diverse range of clients from the City of Whittlesea and surrounds on a wide range of legal issues. The Family Law/Family Violence Community Lawyer will have an opportunity to supervise and guide tertiary students participating in legal clinics and graduate lawyers on family law and family violence legal matters.

Accountability

The Family Law/Family Violence Community Lawyer will be accountable to the Principal Solicitor through regular support, supervision and reports. This position is subject to a three-month probationary period.

Overview of Duties

- Maintain a family law and family violence case load, including provision of advice and case work for divorce, intervention order and limited parenting matters within the Case Management Guidelines
- Maintain a generalist legal practice as capacity allows, including provision of advice and case work for civil matters and wills within the Case Management Guidelines
- Limited supervision of graduate lawyers and law students involved in student legal clinics
- Contributing to the preparation of reports and other clinic/service planning, needs analysis and accountability documentation as required
- Upskilling and capacity building of the legal team on family law and family violence legal issues within Whittlesea Community Connections' Community Legal Service Case Management Guidelines
- Ensure compliance with relevant professional and ethical standards relating to legal practice, including the *Legal Profession Act 2004* and the National Risk Management Guide of the National Association of Community Legal Centres.

Key Selection Criteria - Essential

- Law degree and admitted to practice as a Barrister and Solicitor in the State of Victoria and High Court of Australia
- A minimum two years post admission experience in the provision of legal advice, advocacy and case work in family law, family violence and/or court work, including divorce representation and intervention order advice
- Good working knowledge of family law, family violence and wills practice in Victoria
- Be entitled to hold an unrestricted practicing certificate
- Demonstrated interpersonal skills, including effective communication, negotiation, verbal and written presentation and partnership building skills



- Experience working in cross-cultural settings and with clients from diverse backgrounds
- Experience and commitment to working collaboratively as part of multi or inter-disciplinary team

Desirable

- A minimum two years post admission experience in generalist legal practice, including experience in providing advice and casework in general civil matters and wills
- Demonstrated ability to support, encourage and train junior lawyers, tertiary students and volunteers
- Ability to build and strengthen relationships with a diverse range of key partners, stakeholders and specialist services to benefit clients and the organisation
- Demonstrated commitment to social justice and an understanding of the legal and other issues that impact on people's access to justice

Salary and Conditions

- Conditions are in accordance with the Social, Community, Home and Disability Services (SCHADS) Industry Award 2010, Level 5
- This position is offered as a full-time role
- This is an ongoing contract
- An above award salary plus super and leave loading, is offered. Generous salary sacrifice arrangements, if taken up by the employee, can significantly increase the net value of the remuneration received
- The successful applicant will be required to enter into an employment contract, have a Current Working with Children's Check and undergo a Police Check.