

Role description

Position Title	National Networks and Sector Support Coordinator
Part time	5 days per week
Classification	Role is classified as level 5 of the Community Legal Centres Australia Enterprise Agreement \$105,846 – \$110,643 p.a. This Enterprise Agreement uses the Social, Community, Home Care and Disability Services Industry Award 2010 (the award) as its base and the role is equivalent to level 5 of the award. Our salaries and conditions are above award.
Reports to	Chief Executive Officer (CEO)
Supervises	This role does not manage other staff but may supervise some aspects of other staff members' work. May supervise contractors and volunteers, such as law students and graduate lawyers.
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 – National Insurance Scheme	<ul style="list-style-type: none"> • Lead and manage the National Insurance Scheme program. The National Insurance Scheme is one of Community Legal Centres Australia's key services for the community legal sector. We coordinate the scheme and administer the annual provision of four group insurances with the support of an insurance broker. • Delivery of this program is on average 50% of paid hours. • Provide administrative support to the National Professional Indemnity Insurance (PII) Network. The PII Network consists of representatives from each state and territory and works to support centres in legal practice management.
Projects	<ul style="list-style-type: none"> • Provide support to National Network Coordinators/Convenors and national networks as needed. • Provide support to the CEO in liaising with sector bodies as needed, notably the Members Advisory Group and National Networks. • Support delivery of other projects within the organisation as needed.
People (internal)	<ul style="list-style-type: none"> • Collaboration with staff team.

	<ul style="list-style-type: none"> • Manage contractors, consultants, volunteers, secondees and others as directed by the CEO/COO.
Risk, compliance and reporting	<ul style="list-style-type: none"> • Risk identification, mitigation and management as directed by the CEO/COO, particularly in relation to the National Insurance Scheme. • Help develop organisational policy and procedures related to the insurance program or sector support. • Comply with organisational policies and procedures. • Provide regular reporting to COO and CEO (and Board). • Provide external reports as required.
Stakeholder Engagement	<ul style="list-style-type: none"> • Ensure strong relationships with key sector stakeholders in the best interests of Community Legal Centres Australia. • Represent Community Legal Centres Australia to external and sector stakeholders (as delegated). • Incorporate stakeholder feedback into program work, particularly in relation to the National Insurance Scheme program. • Manage vendors and contracts as directed by the CEO/COO.
Systems and procedures	<ul style="list-style-type: none"> • Contribute to continuous improvement of internal systems and compliance with organisational policies and procedures.
Support	<ul style="list-style-type: none"> • Provide support to other Community Legal Centres Australia programs, including contributing to comms about the national insurance scheme and networks. • Provide support, reports and any other duties as reasonably directed by the CEO, COO or others as required.
Other	<ul style="list-style-type: none"> • 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. • Work to maintain and improve the organisation's culture.

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 2 plus years of experience in one or more of the following:
 - membership management, support or and engagement;
 - program, people or project management or coordination.
- Relevant qualifications or comparable experience.
- Strong communications, collaboration and team skills.
- Either a basic understanding of insurance or a demonstrated ability to learn new content/take on new roles or projects.
- Good administrative and organisational skills.
- Digital competency, including using the Microsoft 365 suite and other digital communications tools.

Other

- Able to work in support of **our movement's vision** and organisational culture.
- Able to travel within Australia if required and to undertake regulatory checks as required (e.g. Working with Children check).
- Knowledge of or experience of insurance schemes or bulk purchasing of insurance will be well regarded but it is not essential.
- Knowledge of or experience working in the community sector is preferred.