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## POSITION DESCRIPTION

# Solicitor/Volunteer Officer

Faculty/Division	Law & Justice
Classification Level	Professional 7
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00231740
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	21 October 2025

### Position Summary

The Solicitor/Volunteer Officer will play a key role within Kingsford Legal Centre in co-ordinating and supporting the Centre's volunteers and developing new volunteer opportunities within the Centre.

The role entails supervising a weekly advice night as well as recruitment, training and inducting of new volunteer solicitors as well as providing support and training to existing volunteers. The Volunteer Officer will manage relationships with these key stakeholders as well as work with other key positions at KLC to develop relationships with law firms who can support volunteer programs. This position will also undertake promotion in the community to ensure there is good community demand for the services of our volunteers.

The role reports to the Kingsford Legal Centre Director and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

#### Level 6

- Provide generalist advice and conduct casework in conjunction with the other lawyers employed at the Centre in accordance with the Centre's policies and across the range of the Centre's advice and casework guidelines.
- Participate in the Centre's community outreaches.

- Participate in delivering quality clinical legal education to UNSW Law students including by assisting with the induction of students each session; supervising student participation in advice, casework and administrative duties, undertaking student assessment, sharing the teaching of classes, and supervising and developing student projects.
- Oversee the Centre's advice nights on a weekly basis as well as supervise the volunteers rostered.
- Coordinate and support a large team of legal volunteers to achieve operational and strategic goals.
- Support the development of project plans and participate in planning processes as required to ensure that the volunteer program remains effective.
- Monitor, track and report on the effectiveness of the volunteer program and consider areas for growth and improvement.
- Liaise with and provide support to volunteers and respond to their practical and professional development needs.
- Assess and monitor volunteer program risks and issues and provide solutions where applicable, around volunteer retention.
- Coordinate project administration including coordination of workshops, training, professional development, that responds to the needs of volunteers.
- Develop new volunteering opportunities to support the work of the Centre.
- Co-ordinate the promotion of the service to the local community, to ensure demand for volunteer services.
- Develop and manage effective communications with key stakeholders, both internal and external to the project.
- Support adherence to UNSW governance pathways to ensure projects are managed within a defined, consistent and proven set of rules for project development.
- Identify and action opportunities to increase volunteer engagement within the organisation.
- Develop and maintain effective administration systems around the volunteer program

#### Level 7 (In addition to the above)

- Conduct complex casework and litigation with minimal supervision.
- Develop and deliver new and innovative volunteer program.
- Contribute and develop law reform work, including submission and report writing with a focus.
- Provide legal supervision to other solicitors as an experienced member of the legal team, including taking responsibility as a nominated person.
- Develop innovative clinical legal education opportunities for students at the Centre.

- Align with and actively demonstrate the [Code of Conduct and Values](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

## **Skills and Experience**

### Level 6

- Eligible to practise as a solicitor New South Wales.
- Demonstrated experience in providing high quality legal advice, with a focus on areas of law relevant to KLC's practice such as criminal law, family law, tenancy, credit and debt or discrimination.
- Excellent oral and written communication skills, including experience working with people from diverse backgrounds including Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse communities.
- Excellent stakeholder management skills, with the ability to liaise effectively with a range stakeholders, including volunteer lawyers, community members and law students.
- Experience working with Office365 computer systems and developing and maintaining effective administrative systems.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

### Level 7 (In addition to the above)

- Extensive experience in advice and casework, in the areas of law relevant to KLC's practice.
- Extensive experience in delivering quality stakeholder engagement.
- Proven experience providing legal supervision to solicitors, volunteers and students.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

## **Pre-employment checks required for this position**

- Verification of Qualifications
- Working with Children Check
- Criminal Record Check

### About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.