

Family Law and Domestic Violence Solicitor – Family & Civil Law

Hunter Community Legal Centre

Office Location: Cooks Hill, NSW 2300

Contract/Temp – 12 Month Parental Leave Position

Salary: SCHADS Level 5.1 – 5.3 (subject to experience)

Salary packaging available

Job description

12 Month Parental Leave Contract

Salary dependent on experience (Level 5.1 – 5.3 SCHADS Award)

Salary sacrifice arrangements available

Flexible working hours & working from home arrangements are available

Who we are

Community Legal Centres (CLCs) across Australia provide access to justice to the most vulnerable and disadvantaged members of our community. Our Centre has over 30 years of experience as a CLC and provides free legal assistance and community legal education to people living and working in the Hunter region.

Hunter CLC's Family Law team provides assistance in Parenting, Property, and Divorce matters. Our Generalist team provides legal assistance in a range of areas including ADVO & APVO (domestic violence matters), employment, consumer, traffic, fines & penalties, credit & debt, motor vehicle accident, coronial matters, missing persons & victims services.

Hunter CLC is based in our Newcastle office and operates 9–5 Monday to Friday, with flexible working arrangements available. Periodic travel may be required to provide court duty, outreach, and community legal education services.

About the role

Working as part of the Family Law team and under the supervision of both an Accredited Family Law Specialist and the Principal Solicitor, the primary objective of this role is to provide high-quality legal advice and, where appropriate, representation to vulnerable and disadvantaged clients in Family Law and Domestic Violence matters (including ADVO/AVO matters).

This 12-month parental leave position is ideally suited to an experienced Family Lawyer with strong domestic violence experience. The successful candidate will have approximately 3–5 years' recent experience providing family law advice and demonstrate confidence assisting clients experiencing domestic and family violence.

The role involves:

- Providing advice in Parenting, Property, Divorce and Legally Assisted Mediation matters
- Assisting clients in domestic violence proceedings, including ADVO/AVO matters
- Supporting clients to self-represent, with some ongoing casework and representation where appropriate
- Appearing in court where required (including Federal Circuit and Family Court of Australia and Local Court)

The majority of Hunter CLC's client work is delivered via telephone advice, with the aim of equipping clients to self-represent. The role also includes providing a regular duty service and legal assistance through outreach clinics.

To be successful, you must be able to communicate effectively with clients from diverse and disadvantaged backgrounds, including those experiencing distress, trauma, disability, or complex personal circumstances.

Hunter CLC solicitors are also expected to undertake ongoing professional development and contribute to maintaining high standards of legal practice.

Non-legal work such as community legal education, policy development, and community engagement also forms an important part of the role.

ACCOUNTABILITIES

- Provide accurate, independent and trauma-informed legal advice in family law and domestic violence matters
- Maintain up-to-date knowledge of relevant legislation, case law and court procedures
- Assist clients to self-represent and, where appropriate, provide representation and/or prepare briefs for counsel
- Appear in court and instruct counsel as required
- Ensure all work complies with Hunter CLC policies, ethical standards, and WHS obligations

- Maintain files in an orderly and professional manner, including accurate data collection and reporting
 - Contribute to the achievement of Hunter CLC's objectives with professionalism, integrity and efficiency
 - Participate in outreach services, duty lawyer services, and community legal education initiatives
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YOUR SKILLS AND EXPERIENCE

To be successful in this position you will need to demonstrate:

- A strong commitment to social justice
- Legal qualifications and a current NSW Practising Certificate (or ability to obtain immediately)
- Demonstrated experience in Family Law and Domestic Violence, including ADVO/AVO matters
- Approximately 3–5 years' post-admission experience (or equivalent capability)
- Admission to the High Court of Australia and ability to appear in the Federal Circuit and Family Court of Australia (desirable)
- Strong understanding of the needs of vulnerable and disadvantaged clients, particularly victim-survivors of domestic and family violence
- Excellent written, verbal communication and time management skills
- Ability to explain complex legal concepts in a clear, client-friendly manner
- Strong organisational and file management skills
- Computer literacy and ability to prepare legal correspondence

Desirable:

- Experience working in a Community Legal Centre or similar environment
- Experience delivering outreach or community legal education

Other requirements:

- Current valid NSW Driver's Licence and willingness to travel (desirable)
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How to apply

Please apply via Seek.

Applications must include:

- A cover letter addressing the selection criteria and outlining your suitability
- A current resume

All applicants will be required to undergo criminal record and Working with Children Checks.

For enquiries, please contact Patrick Bartholomew on (02) 4040 9121 or email admin@hunterclc.org.au

CLOSING DATE: Applications close 11:59pm Sunday, 26 April 2026. We encourage you to submit applications as soon as possible. To expedite recruitment, applications will be assessed as they are received; applications may close sooner if a suitable candidate is found.

Employer questions

Your application will include the following questions:

- How many years' experience do you have as a Family Law Solicitor?
- Which of the following statements best describes your right to work in Australia?
- Have you completed a qualification in law?
- How many years' experience do you have in family law and domestic violence matters?
- How much notice are you required to give your current employer?