CLE Coordinator - Community Legal Education

- **Administrative Officer 6 (AO6) - $102,505 - $114,282 plus Superannuation**
- **2 Year Contract**
- **Darwin**

About the 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.

About the role:

Under the supervision of the Associate Director – Client Services, the CLE Coordinator leads a multidisciplinary team and coordinates the provision of education and information about the law, legal rights, and processes to benefit community members and services providers in the Northern Territory.

About you:

You will be a proactive and highly organised professional who thrives in a collaborative team environment and is confident leading and supporting a small team to deliver quality outcomes. You will bring strong verbal and written communication skills, including experience producing and editing materials for diverse audiences, and the ability to manage multiple projects, grants, and competing priorities within tight timeframes.

With well-developed interpersonal and stakeholder engagement skills, you will build and maintain effective relationships with a range of internal and external partners, and plan and deliver presentations, workshops, and community events.

Employee benefits:

Legal Aid NT offers a competitive salary and a range of employee benefits, including:

- 6 weeks annual leave to support work life balance.
- Salary packaging options
- A supportive and collaborative workplace culture committed to meeting the legal needs of vulnerable people in the Northern Territory.

How to apply:

To apply, please submit the following to recruitment@legalaid.nt.gov.au by **12:00pm Friday, 20 November 2026**

- A current CV
- A statement addressing the selection criteria (maximum 2 pages)
- Copies of your tertiary qualifications.

A detailed duty statement, including selection criteria, can be obtained from www.legalaid.nt.gov.au. Further information on the role, please contact Human Resources on 08 8999 3000 or recruitment@legalaid.nt.gov.au

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.