Duty Statement

Agency	Legal Aid NT	Work unit	Community Legal Education (CLE)
Job title	CLE Coordinator	Designation	Administrative Officer 6 (AO6)
Job type	Full Time	Duration	2 Years
Salary	$102,505 - $114,282 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	030376	Closing	12:00pm Friday, 20 November 2026
Contact Officer	Human Resources on 08 8999 3000 or recruitment@legalaid.nt.gov.au		
About the agency	www.legalaid.nt.gov.au		
Apply online	Please submit applications to recruitment@legalaid.nt.gov.au		

Information for applicants

To be considered for this position, applicants must attach a resume, a statement addressing the selection criteria (maximum 2 pages), and copies of your tertiary qualifications.

Inclusion and diversity

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.

About 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.

Primary objective

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.

Key duties and responsibilities

1. Lead the Community Legal Education (CLE) Team to develop, implement and evaluate Community Legal Education strategies to guide the Legal Aid NT's education and information programs, projects and activities relating to members of the public including stakeholder organisations and community groups.
2. Develop and maintain collaborative partnerships and stakeholder relationships while coordinating community engagement activities to strengthen community connections and support effective service delivery.
3. Develop, implement, and evaluate community legal education strategies to further relevant aspects of Legal Aid NT's Strategic Plan and respond to unmet and emerging legal need.
4. Seek funding for projects, in collaboration with the Finance Team, create and maintain budgets, and manage reporting and funding acquittals for project grants.
5. Liaise regularly with section managers, practitioners and, where appropriate, other subject-matter experts to coordinate the review, development and distribution of legal information and resources, including identify legislative, policy and practice developments, and incorporate necessary amendments in a timely manner to ensure relevance, accuracy, consistency and currency.
6. Keep abreast of and share current developments and evidence to support best practice in delivery of community legal education and information.
7. Implement policy, procedures, and systems across all Legal Aid NT offices and sections for managing and reporting on CLE activities to ensure the practice is accurate, up-to-date, and relevant.
8. Coordinate and deliver training and other capacity development activities for the sectors that Legal Aid NT works with to strengthen delivery of effective community legal information and education.
9. Represent Legal Aid NT on National Legal Aid working groups related to the community legal education role, as requested.
10. Support and implement communication strategies within the organisation, developing and delivering key messages for internal and external communications, including but not limited to community legal education and employment at Legal Aid NT.
11. Other duties as appropriate in line with Legal Aid NT strategies.

Selection criteria

Essential

1. Hold a tertiary qualification in law or education.
2. Demonstrated ability to perform as a productive and constructive team member including the ability to supervise and lead a small team.

3. Well-developed organisational, time management and coordination skills with the ability to work under broad direction.
4. High level verbal and written communication skills with demonstrated experience in editing and production of publications and written materials for various audiences.
5. Proven experience in project management and organisational skills with a demonstrated ability to work on multiple projects to achieve results and to meet deadlines within tight time constraints whilst maintaining attention to detail.
6. Proven experience in managing grant funding, including budgeting, reporting and acquittal.
7. High level interpersonal skills with the ability to effectively engage and maintain relationships with a variety of internal and external stakeholders.
8. Demonstrated experience in planning and delivering presentations and events including community workshops, information sessions and education workshops
9. Self-motivated with a demonstrated ability to use initiative and sound judgement.
10. Ability to travel as required and work outside of normal work hours to deliver community legal education programs.
11. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. Experience with or the ability to maintain online content.

Further Information

- The successful applicant will be required to obtain and hold a Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.
- The successful application must a hold a current NT ‘C’ class driver’s licence or the ability to obtain as per the requirements of the NT Motor Vehicle Registry (MVR) Road Users’ Handbook.