

Policy and Advocacy Manager, Community Legal Centres NSW

Position description

Position Title:	Policy & Advocacy Manager
Location:	Surry Hills NSW
Status:	Permanent Part-time
Hours per week:	28
Salary:	Grade 7 of the CLCNSW Enterprise Agreement (\$103,716 - \$106,851 per annum pro rata)
Accountable to:	Executive Director
Date position reviewed:	December 2021

Description

The Policy & Advocacy Manager position fosters, co-ordinates and promotes the systemic advocacy and law reform initiatives of the community legal centre sector. The position aims to influence government policy and legislation. It requires a strong commitment to social justice, a well-developed understanding of the role of systemic advocacy, and experience working in or with traditional and social media.

Organisation Profile

Community Legal Centres NSW is the peak representative body for more than 40 community legal centres in NSW. Our team supports, represents and advocates for our members and the legal assistance sector more broadly, with the aim of increasing access to justice for people in NSW.

Community legal centres are independent, non-government organisations that provide free legal services to people and communities, at times when that help is needed most, and particularly to people facing economic hardship and discrimination.

Community Legal Centres NSW represents our members' views to the government and broader community, advocates on key law reform and policy issues, and supports community legal centres to improve the quality of services they provide. For more information see www.clcnsw.org.au.

The Community Legal Centres NSW office is in Surry Hills. There are around a dozen other staff members, many part-time, and a small team of volunteers and student interns. Staff salaries and conditions are covered by the Community Legal Centres NSW Enterprise Agreement, which pays above-award wages and provides leave entitlements, including additional paid leave over the Christmas/New Year period, above award requirements. Salary packaging is available, which may increase take-home pay.

We offer a flexible, friendly, and supportive workplace.

Key Duties and accountabilities	
Systemic advocacy and law reform	<ol style="list-style-type: none"> 1. Develop and coordinate systemic advocacy and law reform strategies and activities, drawing on the experiences of community legal centres and their clients. 2. Support and encourage community legal centres to develop and undertake systemic advocacy by: <ul style="list-style-type: none"> • Providing resource materials, including 'how to' toolkits or other resources • Facilitating communication and information sharing • Delivering training in advocacy and communications. 3. Coordinate (and where necessary, undertake) research and development of law reform/policy submissions (for example, to Parliamentary Inquiries) on relevant issues.
Communication	<ol style="list-style-type: none"> 4. In consultation with the sector, develop clear messaging in relation to community legal centres and specific law reform/advocacy objectives. 5. Work with media formats (including social media) to promote the sector's law reform goals with the public as well as with decision makers. 6. Build relationships with journalists and media outlets in order to help get community legal centre stories published/distributed. 7. Communicate as appropriate to key external stakeholders, including government staff and politicians.
Consultation and collaboration	<ol style="list-style-type: none"> 8. Work closely with community legal centres, the Community Legal Centres NSW Board, and sector networks to support, facilitate and co-ordinate responses from community legal centres in key areas of systemic law reform and advocacy. 9. Convene the sector's Law Reform Network. 10. Work with our national peak Community Legal Centres Australia, other state CLC associations, other legal assistance providers (including Legal Aid NSW and the Aboriginal Legal Service NSW/ACT) and community sector organisations to achieve common advocacy goals. 11. Coordinate sector representation on relevant external legal committees and working groups.
Staff & volunteer supervision	<ol style="list-style-type: none"> 12. Supervise the Media & Communications Officer and the Website Manager (both part-time roles). 13. Supervise the work of consultants, casual or short-term staff on policy, advocacy or communications projects. 14. Recruit, support and supervise volunteer students, pro bono lawyers, or academics to work on policy, advocacy or communications projects.
Other	<ol style="list-style-type: none"> 15. In conjunction with the Executive Director, develop an annual workplan to focus the work of this position. 16. Provide reports to the Executive Director as required (e.g. for Board meetings, funding reports, Annual Report). 17. Participate in Community Legal Centres NSW activities such as staff meetings and Quarterly sector meetings. 18. Other duties as directed from time to time by the Executive Director.

Accountability and Responsibilities

- The Policy & Advocacy Manager is directly accountable to the Executive Director and will take part in regular supervision, staff appraisals and professional development with the Executive Director.
- All staff members are ultimately accountable to the Board.
- A probationary period of 3 months applies.

Selection Criteria

Essential:

1. Demonstrated commitment to social justice and human rights.
2. A well-developed understanding of how laws and legal systems impact people's access to justice, and a capacity to understand and articulate the need for law reform.
3. Demonstrated commitment to working cooperatively and respectfully with Aboriginal and Torres Strait Islander peoples and organisations, and to being guided by their vision, experiences, perspectives and expertise. This includes commitment to making CLCNSW a place where Aboriginal people feel welcome and culturally safe.
4. Qualifications in a relevant field (e.g. Law, Social Policy, Social & Community Development) or five-years' experience working in a policy or advocacy role with a relevant organisation (e.g. community legal centre, Aboriginal Legal Service, Legal Aid Commission or non-profit social justice organisation).
5. Demonstrated skills and experience developing and coordinating advocacy projects or activities.
6. Demonstrated experience communicating with decision-makers and external stakeholders such as politicians.
7. Highly developed research, analysis and written and oral communication skills, including the ability to communicate issues clearly and concisely.
8. Demonstrated project management skills and experience, including strategy development, timeline management, and monitoring budgets, as well as staff management skills.
9. Experience working in or with community or non-profit organisations.
10. Demonstrated skills and experience in working in or with media, including social media.