

Tenancy Community Legal Education Coordinator Circle Green Community Legal

We are recruiting a Tenancy Community Legal Education Coordinator to join our growing Tenancy Team. The Tenancy Community Legal Education Coordinator will be coordinating community legal education for tenancy clients and the professional development program and resources for advocates, legal practitioners, and the community sector. They will also coordinate the tenancy network training, events, and tenancy resources.

The Position Requirements – Tenancy Community Legal Education Coordinator

Community Legal Education

- Coordinate the development, delivery, regular review, and appropriate record keeping for education resources and workshops for clients (including fact sheets, kits, education workshops)
- Liaise with stakeholders and people with lived experience to determine community education needs.
- Create and promote an annual community education and training calendar

Professional development

- Coordinate the development, delivery, regular review, and appropriate record keeping for professional development programs for Tenant Advocates and lawyers in the Tenancy Network.
- Convene quarterly meetings for and provide regular updates to the Tenancy Network (state-wide network of Tenant Advocates and Lawyers)
- Support the delivery of the Tenancy Conference (with external contracted conference organisers)

Publications

- Coordinate the development, delivery, regular review and appropriate record keeping for tenancy related publications including but not limited to internal and external communications, reports, website content, social media and resources.

Administration and Reporting

- Prepare internal and external reports as required.
- Ensure routine evaluation of education resources and workshops
- Keep records of community legal education resources and programs
- Assist in tasks shared by all staff
- Supervise volunteers assisting in community legal education and related work.
- Assist in training of new staff and volunteers when required.

Team Responsibilities

- Implement Circle Green's policies and procedures and act in accordance with the organisation's mission and values.
- Participate in Circle Greens team meetings and planning and review activities.
- Carry out other duties, consistent with the role, as directed by the Managing Solicitor – Tenancy.

Position Details

Reporting:	Principal Lawyer - Tenancy
Direct Reports:	Nil.
Location:	This role is based in Perth.
Duration:	Maximum term.
Hours:	This is a full-time role, up to 37.5 hours.
Salary:	From \$77,832 - \$83,746 p.a plus 10.5% superannuation, additional end of year paid leave, generous salary sacrifice provisions and excellent employee conditions.
Classification:	Level 4 Social, Community, Home Care and Disability Services Industry Award 2010.

About Circle Green

Circle Green Community Legal is a community legal centre providing workplace, humanitarian, tenancy and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach, and support.

Circle Green Community Legal services include a state-wide telephone service, face to face client interviews, casework, clinics and outreach legal advice, education sessions, legal resources, law reform submissions, and collaborative partnerships with legal and non-legal organisations.

Circle Green Community Legal is a growing community legal centre offering its staff job stability and development and training opportunities, with clear career progression pathways.

Selection Criteria

Credentials

- Relevant qualifications and/or demonstrated experience education, training, or communications.

Experience

- Demonstrated commitment to the principles of social justice and human rights.
- Demonstrated experience coordinating high quality, effective training, education materials, including but not limited to content for presentations, website, newsletters to a variety of targeted audiences.
- Experience working with people from diverse cultural, socio economic and linguistic backgrounds.

Skills

- Excellent organisational skills, with capacity to plan a high and diverse workload, manage timelines, coordinate contributions, and deliver on high quality outcomes on time.
- Demonstrated capacity to work with complex concepts and willing to learn.

- Ability to work with minimal supervision and be an effective team member.

Desirable

- Events management experience is desirable.

Successful applicants will also need a current Full Australian Driver's License, and a satisfactory National Police Check.

Application Process

If you are interested in applying for the Tenancy Community Legal Education Coordinator position, please submit a copy of your current resume and a cover letter of no more than two (2) pages:

- outlining your suitability for the position in the context of the role.

Applications close by **11.59pm, Sunday 7th August 2022**. Applications which do not address the selection criteria may not be considered. Interviews may commence prior to the closing date, and an appointment be made, so early applications are encouraged.

Through the selection process, shortlisted candidates will initially be asked to provide samples of previous work and attend interviews.

Shortlisted candidates may also be requested to undertake psychometric assessments, undergo criminal history screening and provide information on their work rights in Australia.

For further information, please download the Candidate Information Pack from the Talenting website using the following link: [insert link](#). If you have any questions about the position, please contact our recruitment partners, Talenting: Tara Roopra – HR Consultant on (08) 6219 7102 or by email to recruitment@talenting.com.au.