

Principal Lawyer

Not-for-profit Law

Principal Lawyer, Not-for-profit Law

An exciting opportunity has arisen to join one of Australia's most successful public interest and social justice organisations. Justice Connect is a not-for-profit organisation with a vision of a fair and strong community in which people have a fair chance at a better life, the community sector is strong and vibrant and the legal/justice and non-legal social systems are fairer and better.

At Justice Connect, we believe everyone deserves a fair chance at a better life. Too often, our legal system is complicated, expensive and inaccessible. And when the system doesn't work for everyone, it works for no one. It holds our community back. That's why we use the law to help people and community groups left behind by an unfair and complicated legal system. Whether it's a single mother facing homelessness, a local community group struggling with overwhelming regulation or an older person dealing with family violence, real-life problems so often have legal solutions. That's why we connect people with legal help. We use the power of the law to open up the legal system for those locked out of it, and to change the system where it is broken.

The key to our impact is the passionate commitment of our people. We hold ourselves to the highest standards, driven by a desire to deliver real improvements in the lives of the people and communities we help.

Justice Connect's Not-for-profit Law program is a specialist service for not-for-profit community organisations and social enterprises – the only service of its kind in Australia. Not-for-profit Law has offices in Melbourne and Sydney from which we provide free or low-cost, high-quality practical legal help (advice, pro bono referrals, training, online resources) and advocate for improved standards and legal frameworks. We also run a certified legal training social enterprise and provide a dedicated service for Local Aboriginal Land Councils in NSW.

We are looking for a collaborative, resourceful and diligent lawyer who can supervise the Not-for-profit Law legal practice. This is a pivotal role with responsibility for practice management and providing legal advice, pro bono referrals, education and training to not-for-profits and advocating on priority reform issues affecting the sector. We are looking for an experienced lawyer with not-for-profit/charity expertise, who is a clear communicator committed to improving outcomes for the community sector.

We welcome and encourage applications for Aboriginal and Torres Strait Islander people



Applications close 5:30pm on Thursday 30th January 2020.



Position description

Position title	Principal Lawyer, Not-for-profit Law
Position reports to	Manager, Not-for-profit Law
Employment status	Permanent
Hours	37.5 hours per week (1.0 FTE)
Salary	\$93,868.67 per annum plus 9.5% superannuation, annual leave loading and generous salary packaging options
Location	Level 17, 461 Bourke Street Melbourne VIC 3000
Closing date	5:30pm on Thursday 30 th January 2020
For further information	Contact Annie Keely, Manager Not-for-profit Law (03) 9998 9977 or Annie.Keely@justiceconnect.org.au

Role purpose

The Principal Lawyer will supervise the legal practice of Justice Connect's Not-for-profit Law program to deliver high quality legal services to not-for-profit community organisations and social enterprises.

Key responsibilities

- Supervise Not-for-profit Law's legal practice, including:
 - Oversee the intake of enquiries from community organisations (including assessments of eligibility) and where appropriate referral to pro bono member firms
 - Provide (and supervising the provision of) legal advice and information to community organisations on a range of legal issues
 - Overarching responsibility for client advice files, particularly in relation to quality control and legal accuracy
 - Contribute to the development and delivery of training, both in person and via webinar
 - Reviewing information resources for legal accuracy and sign-off
- Lead, motivate and develop staff, including lawyers, Practical Legal Training students, secondees, and other volunteers
- Contribute to legal practice management and coordination across Justice Connect, including as Not-for-profit Law's representative on the Practice Management Group
- Identify and pursue strategic opportunities for legal service delivery that further the aims and objectives of Justice Connect and Not-for-profit Law
- Undertake legal research and analysis on issues that affect not-for-profit organisations and contribute to law reform and advocacy activities
- Actively participate in the promotion of Not-for-profit Law activities, including representing Not-for-profit Law in a range of public forums, media and by contributing to internal and external publications
- Develop and maintain collaborative relationships with key stakeholders, including Justice Connect member law firms, peak not-for-profit community organisations and regulators



- Contribute to Not-for-profit Law's work to provide information and training to pro bono lawyers and other professional advisors
- In collaboration with the Heads and Managers of Not-for-profit Law, assist with the governance, reporting and evaluation requirements of Not-for-profit Law, including reports for the Justice Connect Board and funders
- Perform other duties as directed and necessary to the proper performance of the role

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of Justice Connect.

Selection criteria

Qualifications	<ul style="list-style-type: none"> • Australian legal practitioner • Eligibility to hold a principal practising certificate (essential)
Technical expertise	<ul style="list-style-type: none"> • 5 + years post admission experience as a lawyer • Understanding of legal issues commonly faced by not-for-profit organisations and social enterprises (including experience in some of the following areas: governance, charity law, deductible gift recipient status, managing volunteers, privacy law, employment law, and health and safety)
Experience	<ul style="list-style-type: none"> • Experience in managing, motivating and developing staff and volunteers • Experience in the delivery of plain language legal advice and information, preferably to community organisations • Experience in law reform and advocacy (desirable) • Experience working in a not-for-profit or social enterprise (highly desirable) • Experience in delivering legal training to non-legally trained audiences (desirable)
Knowledge, skills & attributes	<ul style="list-style-type: none"> • A commitment to Justice Connect's strategy and values, including in social justice and the role community organisations play in improving society • Excellent verbal and written communication skills • Highly motivated, diligent, strategically-minded • Demonstrated ability to work collaboratively • A sense of humour and an ability to influence • Sound computer skills within a legal practice environment (knowledge of CRM systems desirable)



Employee benefits

Justice Connect offers employment benefits including salary packaging (making part of your salary tax-free), flexible working arrangements, above award annual leave provisions and opportunities for professional development. Justice Connect is an organisation that strives to show leadership, operate sustainably and demonstrate our effectiveness. You will be rewarded with a workplace culture that is professional, committed, collaborative and creative and where you can make a real difference through your work.

Important information

For further information about Justice Connect and its work please visit www.justiceconnect.org.au

The application process is as follows:

- Applications should be addressed to **Annie Keely, Manager, Not-for-profit Law** and should comprise a cover letter, your resume, and a succinct statement outlining your suitability for the role with reference to the selection criteria
- Applications should be emailed to hr@justiceconnect.org.au as a **single word or PDF file** including “Principal Lawyer, Not-for-profit Law via Justice Connect website” in the email subject line.
- Applications close at 5:30pm on Thursday 30th January 2020

