



## SECTOR DEVELOPMENT OFFICER - POSITION DESCRIPTION

<p><b>Title:</b> Sector Development Officer</p>	<p><b>Reports to:</b> Executive Officer</p>
<p><b>Status:</b> Full time ongoing position</p>	<p><b>Salary and Entitlements:</b> Package up to \$77,522, to be negotiated depending on experience (annual salary: \$70,040, superannuation: \$6304, 17.5% leave loading: \$1178)</p> <p>The Federation's charitable tax-exempt status allows generous additional tax benefits through salary packaging.</p> <p>Five working weeks annual leave plus paid leave between Christmas and New Year</p>

### 1. Overview:

The Federation of Community Legal Centres (Victoria) Inc is the peak body for Victoria's 51 community legal centres (CLCs). CLCs are independent non-profit community organisations that provide free legal services to the public, focused on the disadvantaged. CLCs provide individual legal advice and assistance and conduct community legal education and law reform and policy work. CLCs receive funding from all levels of government in addition to philanthropic funding and service generated income. CLCs benefit from significant volunteer and pro bono contributions.

In conjunction with the Executive Officer and other Federation staff, the Sector Development Officer's role is to work with CLCs to build a stronger and more effective CLC sector. Current priorities in the Federation's sector development work include:

- *Funding:* Identify CLC funding priorities, maintain and increase government and other CLC funding
- *Accountability:* Reduce CLC compliance burden while maintaining proper accountability
- *Pro Bono:* Maintain and increase pro bono assistance to CLCs
- *Volunteering:* Promote volunteering in CLCs
- *Management and governance:* Strengthen management and governance in CLCs
- *Workforce:* Improve recruitment and retention of CLC staff, improve career pathways into CLCs
- *Mentoring:* Strengthen mentoring in CLCs
- *Professional development:* Coordinate professional development activities for CLC staff, volunteers and committee members
- *Resources and Precedents:* Develop and distribute CLC resources
- *CLC profile:* Improve awareness and understanding of CLC sector work

### *About the Federation*

The Federation is an Incorporated Association with a seven member Management Committee. In addition to this position, the Federation employs a staff team of the Executive Officer, three Policy Officers, Law Graduate Scheme Manager, Administrator and Finance Officer. From time to time, additional staff are employed to work on specific projects. This position will work closely with the Executive Officer and the Law Graduate Scheme Manager.

The Federation has a number of standing groups and working groups including the Sector Development Standing Group. These groups, whose membership is drawn from our member CLCs, promote CLC collaboration and provide guidance and direction for the Federation's work. The Federation is a member of, and works very closely with, the National Association of Community Legal Centres. For further information see [www.communitylaw.org.au](http://www.communitylaw.org.au).

### **2. Who will this role suit?**

This role will improve the lives of disadvantaged Victorians by helping to build a strong, effective and well-resourced community legal sector. The role will suit someone with a background in management, capacity building, professional development or legal practice. We are looking for someone who can see the "big picture" who can deliver support and services that will have broad benefits for the CLC sector and consequently our clients. You may have a background managing a CLC or other community organisation (or a program within a community organisation), working in pro bono, managing a legal team, delivering practice support to a legal team (professional development, precedents), or working in a capacity building role in a community peak organisation.

### **3. Duties:**

1. Develop, coordinate and promote professional development for CLC staff, volunteers and management committees, including disseminating information on external training opportunities.
2. Develop and disseminate resources and precedents to assist CLCs to operate more effectively.
3. Develop and implement strategies to improve information sharing, knowledge development and mentoring and support opportunities in the sector.
4. Identify and promote infrastructure and system improvements including technology, equipment and policies and procedures.
5. Identify and develop capacity building pro bono opportunities with the private legal profession including through the Attorney-General's Community Law Partnerships Scheme.
6. In conjunction with other Federation staff, identify and pursue funding and resourcing opportunities for the Victorian CLC sector.
7. Consult with CLCs and other relevant bodies on CLC capacity building needs and priorities.
8. Provide support to individual centres on sector development issues in accordance with Federation protocols.
9. Manage the sector development content on the Federation's community law website.
10. Undertake periodic performance evaluation of sector development activities.
11. Coordinate and support the Federation Sector Development Standing Group and relevant working groups.
12. Promote the importance of capacity building in the community legal sector.
13. Where appropriate, supervise Federation volunteers, interns and project workers who may assist with sector development activities.
14. Participate in relevant planning, evaluation and other Federation activities.
15. Contribute to the running of the Federation office.
16. Other appropriate sector development duties as determined from time to time by the Executive Officer.

#### **4. Qualifications**

Relevant skills or qualifications in management, capacity building, law or professional development.

#### **5. Key selection criteria:**

1. Experience in sector development/capacity building desirable.
2. Sound understanding of community organisation structures, systems and management.
3. Ability to build relationships with a diverse range of stakeholders including CLCs, law firms, philanthropic organisations and government agencies.
4. Experience in developing and coordinating professional development programs desirable, particularly in a legal context.
5. Experience in obtaining funding or pro bono support desirable.
6. Excellent written and oral communication skills.
7. Excellent interpersonal skills and ability to work collaboratively in a team environment.
8. Excellent organisational skills including skills in project management, planning and evaluation.
9. Commitment to social justice.
10. Competency in Microsoft Word, internet and email systems essential.

#### **6. Location, travel and work outside office hours**

The position will be based at the Federation's office. We will be relocating the office in June to the Melbourne CBD. Some travel will be required (eg: to attend meetings). Reasonable travel expenses are reimbursed. Occasional work outside normal office hours may be required.

#### **7. Applications**

Applications should include a covering letter, resume and a document addressing the key selection criteria and should be sent to:

Hugh de Kretser  
Executive Officer  
Federation of Community Legal Centres (Victoria) Inc  
Suite 11, 54 Victoria St, Carlton South, 3053  
E:[administration@fclc.org.au](mailto:administration@fclc.org.au) F: 9654 5204

Short-listed applicants will be asked to provide details of at least two referees.

#### **8. Application closing date**

Monday 3 May 2010

#### **9. Enquiries**

Hugh de Kretser, Executive Officer, T 9652 1500 E [administration@fclc.org.au](mailto:administration@fclc.org.au)