

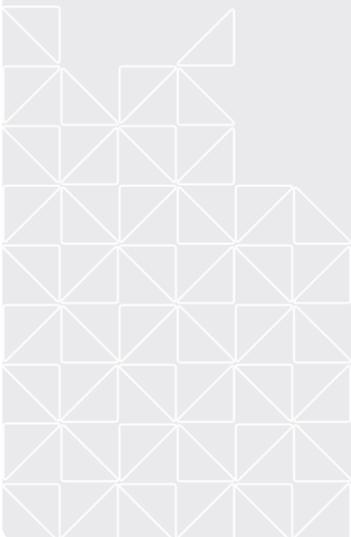
# Training Coordinator

## Not-for-profit Law

Play a vital role in supporting community organisations through legal education

Use your administrative skills to enhance and grow a unique and highly-regarded training program

Join a vibrant team within a dynamic organisation



## Training Coordinator, Not-for-profit Law

An opportunity has arisen to join one of Australia's most successful public interest and pro bono law organisations. Justice Connect is a not-for-profit organisation with a vision of a world that is fair and just; where rights are respected and advanced, laws are fairer, and systems are more accessible and accountable.

Justice Connect provides access to justice through pro bono legal services. We help people experiencing disadvantage and community organisations with free legal advice, information and education. We also address injustice through law reform and policy work.

Not-for-profit Law is Justice Connect's specialist service for community organisations. We 'help the helpers' with free legal advice, information and low-cost training. We do this so that organisations can focus their limited resources on achieving their mission – whether that's supporting vulnerable people, protecting the environment, enhancing culture or building more socially inclusive communities – rather than worrying about paying for a lawyer. We prioritise small 'public interest' organisations especially those in regional/rural/remote communities.

The Not-for-profit Law service operates in Victoria and (more recently) NSW. The team is organised according to our three key service areas – advice, information and training.

We are currently seeking a **Training Coordinator** to assist the Training and Education Managers and Lawyers of Not-for-profit Law to deliver a unique and in-demand program of legal training to build capacity within community organisations.

As the Training Coordinator, you'll play a vital part in the delivery of low-cost training sessions by pro bono lawyers and Not-for-profit Law lawyers. Your organisational and planning skills will be critical to the delivery and expansion of Not-for-profit Law's customised legal training program, which is provided on a fee-for-service basis for local councils, not-for-profit peak bodies and networks across Victoria (and increasingly NSW). You will also support NFP Law's public access training offerings, including webinars and face-to-face training sessions. For more information about our training programs, see the [Justice Connect website](#).

If you are an experienced administrator wanting to direct your energies to building a strong and resilient community sector, this is a sensational opportunity to join a dynamic organisation that shares your vision of a fair and just society.

We welcome and encourage applications from Aboriginal and Torres Strait Islander people.



Applications close at 5pm Thursday 9 March 2017

Position description, selection criteria and application details are available at <http://www.justiceconnect.org.au/get-involved/jobs-justice-connect>

## Position description

<b>Position title</b>	Training Coordinator, Not-for-profit Law
<b>Position reports to</b>	Manager of Customised and In-house Training (CIH), Not-for-profit Law and Manager of Education, Not-for-profit Law
<b>Employment status</b>	Fixed term, 12 month parental leave coverage
<b>Hours</b>	Part-time @ 22.5 hours a week (0.6 FTE)
<b>Salary</b>	Pro rata of \$55,384.14 per annum, plus 9.5% superannuation, annual leave loading and generous salary packaging options <sup>1</sup>
<b>Location</b>	Level 17, 461 Bourke Street Melbourne VIC 3000
<b>Closing date</b>	5pm Thursday 9 March 2017
<b>For further information</b>	Contact Liz Morgan, Manager of Customised and In-house Training (CIH), Not-for-profit Law on 03 8636 4453

## Role purpose

Ensure the effective and efficient administration of Not-for-profit Law's training program across Victoria and New South Wales. Not-for-profit Law is a specialist legal service for not-for-profit community organisations.

## Key responsibilities

Providing administrative support to the Manager of Customised and In-House Training (CIH) in relation to CIH training and the Manager of Education in relation to training programs for lawyers and not-for-profits, including:

- Coordinating promotion, registrations and logistics for Not-for-profit Law's seminars and training programs
- Managing incoming calls and emails in relation to training and maintaining Not-for-profit Law's training calendar
- Liaising with Justice Connect member law firms and other stakeholders with regard to planning and delivery of Not-for-profit Law seminars and training programs
- Managing quotes and bookings for Not-for-profit Law's fee-for-service training sessions
- Maintenance of training pages on Justice Connect's website
- Administration of Not-for-profit Law webinars (using GoToWebinar and Eventbrite platforms) including attending to client queries and feedback, facilitating hosting/delivery, and uploading the recording to relevant sites
- Providing input to Justice Connect's overall information management systems
- Managing the collection of statistical and qualitative data on Not-for-profit Law's training and contributing to effective monitoring and evaluation of the Not-for-profit Law service
- Maintaining and making improvements to Not-for-profit Law's training administrative systems
- Promoting Not-for-profit Law training and providing information to prospective clients and key stakeholders

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<sup>1</sup> As a Public Benevolent Institution, Justice Connect is able to offer staff generous salary packaging options. The tax savings for a staff member choosing to take full advantage of the salary packaging option mean that their take home salary is more than it would be without access to salary packaging.

- Assisting with Not-for-profit Law project work and event coordination
- 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 and the Not-for-profit Law Service.*

## Selection criteria

<b>Technical expertise</b>	<ul style="list-style-type: none"> <li>• Advanced skills in MS office software, including Outlook, Word, Excel and Access</li> <li>• Database and client file management skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience in a comparable role, in particular:             <ul style="list-style-type: none"> <li>– working with people from a wide range of backgrounds</li> <li>– providing administrative support for training programs or events (highly desirable)</li> <li>– experience working or volunteering for a not-for-profit organisation (highly desirable)</li> <li>– familiarity with legal practice and terminology (highly desirable)</li> <li>– marketing and promotion, preferably in the context of a state-wide or national training program (highly desirable)</li> </ul> </li> </ul>
<b>Knowledge, skills &amp; attributes</b>	<ul style="list-style-type: none"> <li>• A commitment to Justice Connect’s vision and values</li> <li>• An interest in the role not-for-profit community groups play in improving society and social justice</li> <li>• Excellent written, verbal and interpersonal skills including the ability to communicate with a diverse range of stakeholders in a professional and respectful manner</li> <li>• A team player with the ability to work well under pressure, contribute collaboratively and prioritise competing demands</li> <li>• Well organised with excellent attention to detail</li> <li>• Demonstrated experience in implementing improvements to administrative systems and processes for greater effectiveness</li> <li>• An aptitude for problem-solving including the use of initiative, creativity, humour and negotiation skills to achieve positive outcomes</li> <li>• A sound knowledge of information and document management practices and an aptitude for analysis and data-mining</li> </ul>

## 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](http://www.justiceconnect.org.au).

For further inform about the Not-for-profit Law service see [www.justiceconnect.org.au/our-programs/not-for-profit-law](http://www.justiceconnect.org.au/our-programs/not-for-profit-law) and our legal information at [www.nfplaw.org.au](http://www.nfplaw.org.au).

### The application process is as follows:

- Applications should be addressed to Liz Morgan, Manager of Customised and In-house Training (CIH), Not-for-profit Law, and should comprise of a **single Word or PDF document** including; a cover letter succinctly stating your suitability for the role with reference to the selection criteria and your resume.
- Applications should be emailed to [hr@justiceconnect.org.au](mailto:hr@justiceconnect.org.au) as a **single Word or PDF file** including “Training Coordinator, NFP Law” in the email subject line.
- **Applications close 5pm Thursday 9 March 2017.**
- Shortlisted applicants will be contacted by telephone. At this stage, we anticipate interviews will be conducted during the week commencing 13 March.
- We welcome and encourage applications from Aboriginal and Torres Strait Islander people.