



## Youthlaw Lawyer

<b>POSITION TITLE</b>	Lawyer (Legal Pod Program)
<b>INDUSTRIAL INSTRUMENT</b>	Conditions of employment comply with the <i>Community Legal Centres Multi-Business Agreement (MBA) Certified Agreement 2006-2009</i> and pay rates in the <i>Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS)</i> .
<b>FULL-TIME/PART-TIME</b>	Full-time (1EFT) or part-time (0.8EFT) is also acceptable. Youthlaw operates on a 38 hour week.
<b>CLASSIFICATION</b>	Level 6.1 SCHCADS Award 2010
<b>REMUNERATION</b>	<p>This position has a base salary of <b>\$83229.12</b> (full-time).</p> <p>Program funding is currently until January 2021 (however we are hopeful of the continuation of the program)</p> <p>In addition:</p> <ul style="list-style-type: none"><li>• Salary packaging</li><li>• Superannuation (9.5%)</li><li>• 4 weeks annual leave with loading of 17.5% (pro rata if part-time)</li><li>• Paid leave between Xmas and New Years Day(pro rata if part-time )</li></ul>
<b>REPORTS TO</b>	Principal Lawyer and Director
<b>CONTACT TO DISCUSS POSITION</b>	Tiffany Overall, Advocacy and Human Rights Officer
<b>CONTACT DETAILS</b>	<a href="mailto:tiffany@youthlaw.asn.au">tiffany@youthlaw.asn.au</a> or (03) 91139500

Young Peoples Legal Rights Centre  
Inc No A0041616E  
ABN 12 794 935 230

[www.youthlaw.asn.au](http://www.youthlaw.asn.au)

Tel 9611 2412 Fax 9620 3622 Email [info@youthlaw.asn.au](mailto:info@youthlaw.asn.au)  
At Frontyard, 19 King Street, Melbourne VIC 3000

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## POSITION CONTEXT

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Youthlaw (also known as the Young People's Legal Rights Centre ) received 3 years of funding from the Victorian Legal Services Board to establish an innovative legal service for young people leaving the Victorian child protection system. The Legal Pod program connects small teams (legal pods) of pro bono lawyers to a young person to respond to their multiple legal needs for the duration of that person's transition from care – typically 4 years. The program is based on a highly successful Legal Pod program in Queensland.

Young people in out of home care are some of the most vulnerable and disadvantaged in our society. Research indicates young people who have experienced state care have disproportionately poor outcomes in education, employment, health and housing. Young people leaving care are at much higher risk than other young people of engagement with the criminal justice system, and have considerable contact with the civil legal system.

The initial phase of the program involved approaching private legal firms to introduce the program and invite participation. Youthlaw currently has 8 legal firms involved in the program with over 50 of their lawyers volunteering with the program.

The legal pods provide comprehensive and personalised legal assistance across a range of legal areas. The pods are trained and supported by the Youthlaw Lawyer. The Lawyer is the first contact for young people throughout their access to the pods and will supervise all assistance provided. Common areas of legal assistance have been transport fines, debts, access to records in DHHS (FOIs), victim of crimes compensation, housing & tenancy related, and employment law matters. Criminal matters and family violence matters are referred internally to Youthlaw.

The position requires a person with a breadth of skills. We are seeking a self-motivated lawyer passionate about further developing this program. Not only must they be comfortable forging and maintaining relationships with private law firms, but also youth advocacy organisations, government and not for profit organisations involved in the child protection system.

The successful candidate will have service development and coordination skills to maintain the program and evaluate its progress.

The lawyer will also have experience or aptitude to provide training and support to program staff, and at least 2 years legal practice experience in relevant areas of law, especially civil law.

The lawyer will provide casework supervision to the volunteer lawyers assisting young people accessing the program.

The Lawyer is supported by Reference Group members who have significant experience of and expertise in the Out of Home Care sector.

And this position will be part of a supportive team of Youthlaw lawyers and other staff based in inner Melbourne.

## RESPONSIBILITIES

- Implement the program including arranging evaluation of the program
- Co-ordinate and supervise volunteer lawyers to deliver legal services through the legal pods.
- Promote the program to law firms, casework agencies and to other stakeholders
- Recruit, train and co-ordinate legal pod volunteer lawyers
- Maintain and review program policies, procedures and resources
- Conduct intake of all new clients
- Establish and maintain stakeholder relationships
- Resource, co-ordinate and attend the program reference group
- Program administrative duties

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## KEY SELECTION CRITERIA

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- At least 2 years relevant legal practice experience as an employed solicitor.
- Project or program management experience
- Experience in developing & maintaining stakeholder relationships
- Experience in service development and coordination
- Excellent communication and written skills
- Excellent organisational and time management skills

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## DESIRABLE

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- Legal education or training experience (development and delivery)
- An understanding of the issues faced by, and needs of, vulnerable and marginalised young people
- Experience working in or with private law firms.
- Experience in evaluation methodology.

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## QUALIFICATIONS

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- Hold or be eligible to hold a current legal practising certificate in Victoria ( without supervision).

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## LOCATION, TRAVEL AND WORK OUTSIDE OFFICE HOURS

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The position will be based at Youthlaw, currently at level 10, 420 Collins Street, Melbourne (soon to move to offices in Carlton).

The position will involve some travel but generally within Melbourne suburbs. There will be some work outside usual office hours such as attendance at Reference group meetings and possibly meetings with private law firms.

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## INSTRUCTIONS FOR APPLICANTS

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### **Closing date for application – Sunday 25<sup>th</sup> August 2019**

Please provide one document that introduces you and addresses the key selection criteria (no more than 2 pages). In addition provide your CV.

Please provide at least 2 professional referees. We will only contact your referees with your permission after an interview.

In your CV please be very clear about your legal experience:

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- Distinguish between paid employment as a lawyer and other experiences (eg. volunteering/internships).
- If you have been employed at Victoria Legal Aid or a Community Legal Centre please include at least 1 of your referees from these organisations.

**Do you want more information?**

If you have a question please email first and we will call you back if required. Our preference is to deal with queries by email.

All applications and any queries please direct to Ms Tiffany Overall at [tiffany@youthlaw.asn.au](mailto:tiffany@youthlaw.asn.au)

**Interviews**

We will shortlist applicants and most likely interview in the week between **29<sup>th</sup> August 2019 and 4<sup>th</sup> September 2019.**

If you are not shortlisted we will let you know as soon as possible.

**Feedback**

Unfortunately we do not have the capacity to provide feedback to all applicants. Those who are shortlisted will be provided feedback by email and on request those interviewed will be provided verbal feedback.