



Reg.No. A2808B

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**A Community Legal Centre**

## RECRUITMENT INFORMATION – Volunteer Coordinator

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Established in 1972, Fitzroy Legal Service is the longest standing Community Legal Centre in Victoria providing legal advice, advocacy and education, and the only one that provides a free drop-in service, five nights a week.

### VISION

To be an independent and influential voice that empowers and strengthens the community through access to legal services, education, information and law reform activities.

### VALUES

Empowerment, integrity, respect, quality and participation.

### Our services include:

- a legal advice service that operates five nights a week, staffed primarily by volunteer lawyers;
- an outreach service and four specialist legal advice clinics (specialising in family law, animal law and LGBTIQ-related legal issues);
- a self-funding day practice that offers criminal and family law casework and court representation;
- a Drug Outreach Lawyer program that provides community legal education, referral, advice, advocacy and ongoing casework services to drug users on an outreach basis through health justice partnerships;
- assistance with family law and family violence on an outreach basis through health justice partnerships in the City of Yarra;
- two community lawyers providing advice, casework and support services at the Neighbourhood Justice Centre;
- an employment law clinic focused on assisting individuals on student or migrant worker visas who are being exploited by their employer;
- community development and community legal education activities, public interest litigation, law reform and the development of legal research and policy; and
- Publication of *The Law Handbook (LHB)* [hard copy, eBook and online] as well as other websites and resources.

### APPLICATION INFORMATION

The position is a part-time ongoing position (15.2 hours per week), ideally worked across three days per week. Due to an impending amalgamation with the Darebin Community Legal Centre it is anticipated that hours for this position will need to increase. The expected timeframe for the amalgamation is December 2018.

Applicants are asked to address the Key Selection Criteria in the position description. Applicants who do not address all the selection criteria will not be offered an interview.

Candidates are requested to email Fitzroy Legal Service the following as one PDF document:

- A covering letter, no longer than one page;
- A document which addresses the key selection criteria and
- A resume which includes your contact details, education, previous work and volunteer experience.

Applications should be addressed to Claudia Fatone, Executive Officer, and emailed **by 5pm, Monday 20<sup>th</sup> August 2018**, to [cfatone@fitzroy-legal.org.au](mailto:cfatone@fitzroy-legal.org.au).

**DONATIONS OF \$2 OR MORE ARE TAX DEDUCTIBLE**

**ABN 46 187 177 143**

Any enquiries should be directed to FLS Executive Officer Claudia Fatone via email [cfatone@fitzroy-legal.org.au](mailto:cfatone@fitzroy-legal.org.au).

### **POSITION OBJECTIVE**

The Fitzroy Legal Service relies heavily on the support of over 300 volunteers each year to deliver the breadth and depth of day and night services that are currently offered. The position objective is to manage, develop and sustain a successful volunteer program, inclusive of recruitment, induction, training, support and recognition.

### **RESPONSIBLE TO**

The Volunteer Coordinator reports directly to the Executive Officer.

### **KEY DUTIES AND RESPONSIBILITIES**

- Recruitment of legal and non legal volunteers;
- Management of university and work experience student placements;
- Organisation of volunteer rosters for the Evening Legal Advice Service, appointment based clinics (Family Law, Animal Law, LGBTIQ) and Richmond Outreach services;
- Organisation of volunteer rosters for the Day Services, including the Neighbourhood Justice Centre;
- Co-ordination of all volunteer paperwork, including practicing certificates and Code of Conduct/confidentiality agreements;
- Conduct an annual volunteer survey and regular volunteer attendance reviews;
- Answer queries about volunteering at Fitzroy Legal Service;
- Maintenance of the FLS volunteer database (Nation Builder platform);
- Regularly communicate with volunteers, including operational and policy updates;
- Organise, advertise and conduct volunteer professional development sessions;
- Organise and conduct volunteer induction sessions;
- Support FLS volunteers and liaise with volunteers, night service manager/coordinator and other staff to improve volunteering at FLS; and
- Assist with the organization of volunteer recognition events.

#### General duties

- Support the achievement of the FLS Strategic Plan;
- Participate in internal staff and planning meetings, supervision and performance review processes;
- Undertake professional development and attend local networks and conferences as required;
- Involvement in fundraising and other events as required;
- Must adhere to organizational policies and procedures and support the agreed FLS Values and Behaviours;
- Share general office duties, including administration, as required; and
- Undertake other duties as reasonably required by the Executive Officer.

### **KEY SELECTION CRITERIA:**

#### Essential

- Strong commitment to social justice and the philosophy of FLS;
- Highly developed written and oral communication skills;
- Excellent interpersonal skills/problem solving;
- A high level of computer literacy;
- Highly motivated with a demonstrated capacity for excellence, innovation and responsiveness in program coordination;
- Demonstrated ability to work in a small team and support a cohesive team environment;
- Capacity to use initiative, set priorities, organise and manage workloads;
- Good self-care and stress management skills; and
- Experience working with and supporting volunteers.

### Desirable

- Community sector experience;
- Experience working or volunteering in a community legal centre or similar organisation; and
- Relevant experience or tertiary qualification.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

### **LOCATION, TRAVEL AND WORK OUTSIDE OFFICE HOURS**

The position will be based at the FLS office on Level 4 of the Fitzroy Town Hall. Some travel may be required (eg: to attend meetings). Reasonable travel expenses are reimbursed. The position may also be required to attend occasional evening and week-end commitments and events. Flexitime work arrangements are available. Overtime is not payable but time in lieu is available within FLS policy guidelines.

### **CLASSIFICATION**

Social, Community, Home Care and Disability Services (SCHCADS) Industry Award, Level 4.

### **SALARY & CONDITIONS**

Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement with remuneration to be negotiated with the successful applicant. As a guide, a range of \$66,000-\$71,000 (pro-rata) per annum plus superannuation.

FLS's tax exempt status allows generous additional tax benefits through salary packaging. Four weeks annual leave plus paid leave between Christmas and New Year.