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POSITION DESCRIPTION

Solicitor/Volunteer Coordinator

Faculty/Division

Law & Justice

Classification Level

Professional 6/7 broadband

Hours & Span (Category)

G - Administrative, Clerical, Computing, Professional & Research Staff

Position number

00202930

Shiftwork status

NOT SHIFTWORKER

Position Summary

The Solicitor/Volunteer Coordinator will provide advice, casework and community legal education in all areas of law relevant to KLC's legal service. They will also play a key role within Kingsford Legal Centre in coordinating and supporting the Centre's volunteer solicitors and pro bono clinics and developing new volunteer opportunities in the Centre.

The role includes supervising a weekly advice night as well as co-ordinating recruitment, training and induction of new volunteer solicitors as well as providing support and training to existing volunteers. The volunteer coordinator will manage relationships with these key stakeholders as well as work with other key positions at KLC to develop relationships with law firms and other organisations to support KLC's advice clinics and other programs. The Solicitor/Volunteer Coordinator position plays a key role in inducting and preparing students on advice nights, and training volunteer solicitors about how to work with students. The role works with other positions at KLC to ensure the smooth delivery of evening advice nights.

The role reports to the Kingsford Legal Centre Director / Deputy Director and has no direct reports. The position will work closely with the Centre's Director, Deputy Director, Principal Solicitor and Office Manager

Accountabilities

Specific accountabilities for this role include:

Level 6

- Provide generalist advice and conduct casework in conjunction with the other lawyers employed at the Centre in accordance with the Centre's policies and across the range of the Centre's advice and casework guidelines.
- Participate in the Centre's community outreaches, including providing advice.

- Participate in delivering quality clinical legal education to UNSW Law students including by: assisting with the induction of students each session; supervising student participation in advice, casework and administrative duties, undertaking student assessment, sharing the teaching of classes, and supervising and developing student projects.
- Oversee the Centre's advice nights on a weekly basis as well as supervise the volunteers rostered, including following up on the advice given on those nights. • Recruit, coordinate and support a large team of volunteer solicitors.
- Develop and maintain effective administration systems around the volunteer program and participate in planning processes as required to ensure that the volunteer solicitor program remains effective.
- Coordinate workshops, training and other professional development that responds to the needs of volunteers.
- Develop new volunteering opportunities to support the work of the Centre.
- Develop and manage effective communications with key stakeholders, both internal and external to the project.

Level 7 (In addition to the above)

- Monitor, track and report on the effectiveness of the volunteer solicitor program and consider areas for growth and improvement, including developing and delivering new and innovative volunteer programs.
- Assess and monitor volunteer program risks and issues and provide solutions where applicable, in particular around volunteer retention.
- Conduct complex advice and casework (including litigation) with minimal supervision. • Contribute to and develop law reform work, including submission and report writing.
- Provide legal supervision to other solicitors as an experienced member of the legal team, including taking responsibility as a nominated person.
- Develop innovative clinical legal education opportunities for students at the Centre.

Other

- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

Level 6

- Eligible to practise as a solicitor New South Wales. • An ability to provide high quality legal advice, with a focus on areas of law relevant to KLC's practice such as criminal law, family law, tenancy, credit and debt, and/or discrimination.

- Excellent oral and written communication skills, including experience working with people from diverse backgrounds including Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse communities.
- Excellent stakeholder management skills, with the ability to liaise effectively with a range of stakeholders, including volunteer lawyers, community members and law students.
- Experience working with Office365 computer systems and developing and maintaining effective administrative systems.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

Level 7 (In addition to the above)

- Extensive experience in advice and casework (including litigation), in particular in the areas of law relevant to KLC's practice.
- Extensive experience in the legal assistance sector.
- Extensive experience in delivering quality stakeholder engagement, preferably in the legal assistance/NGO sector.
- Proven experience providing legal supervision to solicitors, volunteers and students.

Other

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.