



CLE Lawyer / Project Officer

POSITION TITLE:	CLE Lawyer / Project Officer
REPORTING TO:	Principal Lawyer
CLASSIFICATION:	SCHADS Level 5.1 – 5.3, plus 10.5% superannuation (\$88,757.76 - \$92,775.80)
POSITION BASIS:	Full-time (38 hours per week), 12-month fixed-term contract

ABOUT TEWLS

The Top End Women's Legal Service ('TEWLS') is a not-for-profit, specialist women's legal service focused on the advancement of women's rights. We provide integrated, holistic, trauma-informed, and culturally secure free legal and support services to women, and persons identifying as women, living in the Top End of the Northern Territory (primarily, the Greater Darwin region). We are an accredited community legal centre and a member of Women's Legal Services Australia.

TEWLS provides legal and support services in the areas of family, migration and civil law, with specific expertise held in respect of domestic, family and sexual violence ('DFSV'). As a specialist DFSV legal service, our multidisciplinary team provides legal advice, casework and representation (litigation), legal information and referral, and wraparound support services to our clients, with expertise in assisting clients with intersectional vulnerabilities, including Aboriginal and Torres Strait Islander women, culturally and linguistically diverse women, migrant women, women experiencing DFSV, women with a disability, and women experiencing financial disadvantage. Our client-centred practice model maintains a significant DFSV and family law legal practice, as well as migration law and an extensive civil law practice including in areas of tenancy and public housing, discrimination, sexual harassment, consumer law, complaints, child protection, and employment law.

TEWLS also provides community legal education ('CLE') and input on law and policy development to build government and community capacity to work towards deeper legal and cultural change to redress power imbalances and address violence and gender inequality.

In 2023, TEWLS will deliver a one-off project to enhance outreach legal services to Aboriginal and Torres Strait Islander women, with focus on the creation of plain English CLE materials and resources, as well as the delivery of CLE in collaboration with the TEWLS legal and support practices to enhance community engagement and understandings of legal issues.

POSITION SUMMARY

With a focus on enhancing TEWLS' integrated outreach services to Aboriginal and Torres Strait Islander women in the Top End, the CLE Lawyer / Project Officer will work alongside legal and support staff to provide high quality, culturally secure and holistic legal services. Under the supervision of the TEWLS Executive team, the CLE Lawyer / Project Officer will principally have carriage of the creation of plain English CLE materials and resources, building and improving on TEWLS' existing suite to enhance client's understandings of and access to legal processes.

The CLE Lawyer / Project Officer will work within TEWLS' dedicated Aboriginal and Torres Strait Islander outreach team comprising legal and project officer staff and will be expected to apply (and if required, acquire) a high level of expertise to provide CLE services across a range of matters, with a focus on DFSV matters, including CLE delivery and community relationship-building. Additionally, the CLE Lawyer / Project Officer will provide legal information and referral to women, with the ability to provide limited legal services if elected.

Critically, the CLE Lawyer / Project Officer will have the skills to sensitively interact with clients who have experienced and/or are experiencing DFSV, child sexual abuse and other forms of discrimination and abuse by way of trauma-informed best practice principles, and provide support, referral options, and if applicable, advice, within a trauma-informed framework.

Organisational and administrative responsibilities are also a component of this position.

KEY RESPONSIBILITIES

1. Community legal education

- 1.1. Drafting and producing plain English CLE materials, including updating and expanding existing TEWLS materials, with a focus on Aboriginal and Torres Strait Islander women.
- 1.2. Planning and delivering CLE workshops and associated materials.

2. Legal advice and casework (as applicable)

- 2.1. Providing high quality legal advice and casework to clients, including court representation at Northern Territory and Federal Courts, as required.
- 2.2. Developing and/or maintaining a strong level of technical competence in the service's core practice areas, including DFSV and family law.
- 2.3. Managing your file load under the supervision of the TEWLS Principal Lawyer.
- 2.4. Sensitively taking instructions from clients who have experienced DFSV, child sexual abuse and/or other forms of discrimination and abuse, and provide support, advice and referral options within a trauma-informed framework.

3. *Stakeholder engagement*

- 3.1. Representing TEWLS in a variety of public forums to promote the work of the service, including community and/or network meetings and consultations.
- 3.2. Developing and maintaining relationships with key stakeholders to deliver outreach services to the community, with a focus on working in an integrated and collaborative manner.

4. *Organisational responsibilities*

- 4.1. Accurately capturing all legal and non-legal service data through TEWLS' internal data and file management systems.
- 4.2. Attending regular TEWLS staff and legal practitioner meetings and planning day sessions as required.
- 4.3. Participating in regular performance discussions and development reviews.
- 4.4. Undertaking ongoing professional development in accordance with legal professional regulations and in consultation with the TEWLS Principal Lawyer, as applicable.
- 4.5. Ensuring compliance with TEWLS' policies and procedures.
- 4.6. Undertaking personal administrative duties within TEWLS as required.
- 4.7. Such other projects, activities and duties that may be determined in collaboration with the TEWLS Chief Executive Officer and Principal Lawyer.

REQUIREMENTS

1. Admitted to practice/eligible to apply for an unrestricted practising certificate in the Northern Territory OR hold an equivalent graduate qualification in a relevant area, such as education.
2. A minimum of two (2) years' experience in law (family and/or civil law) OR community education/community development settings.

SELECTION CRITERIA

Essential:

1. An understanding of legal issues facing the women in the Northern Territory, including barriers to justice, particularly Aboriginal and Torres Strait Islander women, culturally and linguistically diverse (CALD) women, migrant women, and women experiencing DFSV.
2. A commitment to promoting the interests of women.
3. An understanding and commitment to working in a trauma-informed framework.
4. Demonstrated resilience in working with clients who are experiencing or have experienced traumatic events.
5. Relevant experience in the development and delivery of community legal education, including the ability to present information to individuals and groups including Aboriginal and Torres Strait Islander peoples.
6. Broad understanding of the Northern Territory justice system, including knowledge of legislation, policies and issues impacting upon Aboriginal and Torres Strait Islander peoples.
7. Demonstrated ability to perform and interact as an efficient and productive team member and use initiative with minimal supervision, whilst taking direction from the TEWLS Executive team, as required.
8. High level verbal and written communication skills.
9. Proven initiative and organisational abilities, including time management skills and the ability to prioritise.
10. An understanding of DFSV through a gendered violence lens.
11. Holder of a current open driver's licence.

12. Aptitude in using Microsoft computers and Microsoft Office programs (such as Word and Excel) necessary to complete required tasks, and a willingness to perform administrative duties, as required.
13. Ability to provide a National Criminal History Check and obtain a Northern Territory Ochre Card, or already have these, if required.

Desirable:

1. Demonstrated ability to provide high quality legal advice and casework services, including court representation, as well as legal information in a relevant field.