



Capacity Building Coordinator

12 month contract

Position Title:	Capacity Building Coordinator
Status:	12 month contract
Hours of work:	up to 35 hours per week (negotiable)
Award coverage:	Community Legal Centres Queensland Enterprise Agreement (CLCQ EA) 2023
Salary:	Level 6-7, Social, Community, Home Care and Disability Service Industry Award (Clause 25 CLCQ EA)
Accountable to:	Capacity Building Lead
Date Reviewed:	August 2023

About us

Queensland's community legal centres (CLCs) provide a diverse range of free legal advice, law reform advocacy, community education and casework services to tens of thousands of disadvantaged Queenslanders each year and are an important component of Queensland's legal and social infrastructure.

We are the peak body for Queensland's CLCs, and we work with those centres towards a fair and just Queensland.

Our mission is to be a voice for the sector, to lead and support Queensland's CLCs to deliver quality and accessible services to people experiencing disadvantage and bring about change for individuals and communities.

Our objectives are to work with Queensland CLCs to continually improve organisational capacity, sustainability, and service quality; improve relationships and increase profile and resourcing of the sector; and unite around common objectives to bring about positive change.

Community Legal Centres Queensland offers generous conditions through the *Community Legal Centres Queensland Enterprise Agreement 2023* including salary packaging, study leave, flexible work arrangements, two weeks of Christmas closure, mental health leave, gender affirmation leave, paid cultural leave, additional superannuation and portable long service leave provisions. Full time hours are 35 hours per week (without loss of pay).

This position is based in Brisbane CBD and travel within Queensland and interstate will be required on occasion.

Community Legal Centres Queensland is committed to building a diverse, inclusive, safe, respectful and flexible workplace by supporting equal opportunities across our team. We strongly encourage and support Aboriginal and/or Torres Strait Islander people, and people from diverse backgrounds, genders, abilities and ages to apply.

Find out more about us at www.communitylegalqld.org.au.

About the role

Working as part of the Capacity Building Team and report to a Capacity Building Lead. You will help our 32 community legal centre members to provide effective, high quality services to their communities.

You will contribute to developing and building the organisational capacity of member organisations, including undertaking accreditation processes to support our members' professional standards and through projects and initiatives that promote innovating and collaborative services.

You will remain up-to-date with practice standards and operational challenges for the community legal sector to inform CLCQ project and advocacy work, including legislative changes, best practice recommendations, cultural safety, and inclusive and accessible services.

You will contribute to development and delivery of training and development opportunities for members, including our webinar series, annual conference and other events.

You will represent CLCQ in external forums and liaise with relevant stakeholders to maintain networks and facilitate collaborative partnerships.

You will engage in policy and advocacy work that contributes to the overall effectiveness of the sector in delivering client outcomes, including fostering and developing relationships with a range of key stakeholders.

You will collaborate with the other Capacity Building team in the planning, preparation, implementation and evaluation of projects that respond to community legal sector need and deliverables of CLCQ.

You will be innovative, flexible and adaptable in your approach and work with colleagues and stakeholders and will actively contribute to team planning and have a commitment to maintaining a positive workplace culture.

Selection criteria

1. Qualifications and/or a minimum of 3 years' experience in law, project management, business, training and development, or equivalent.
2. Strong organisational and project management skills, including the ability to effectively manage and resolve competing priorities to meet outcomes; and to work independently and flexibly as part of a small team.
3. Highly developed communication and interpersonal skills (oral and written), including the ability to work collaboratively with a diverse group of stakeholders, as well as strong facilitation skills.

4. Experience or understanding of governance, strategic thinking and planning, research and impact evaluation, evidence-based practice, and continuous improvement through quality standards would be highly regarded.
5. Demonstrated experience working with First Nations peoples and communities in a culturally appropriate and safe way.
6. Experience in or understanding of the work, context and operations of community organisations, not-for-profit organisations, legal services, or a related field.
7. A demonstrated commitment to social justice and accessible services, particularly for diverse communities experiencing vulnerability and marginalisation.

Applications

Applicants should send a written application and a current CV to Director:
rosslyn@communitylegalqld.org.au

Applications close on COB Monday 29th July 2024. Late applications will not be considered.