



## NORTHERN RIVERS COMMUNITY LEGAL CENTRE Inc

### Expressions of Interest – Acting Centre Manager

The Northern Rivers Community Legal Centre Inc seeks expressions of interest from a dynamic and experienced person to lead the Centre for the next six months in the position of Acting Centre Manager. The position would be ideal for an experienced community worker with strong strategic leadership and management capacity, who is seeking an opportunity to lead a strong and committed team of workers and volunteers in a social justice organisation.

#### ABOUT US:

NRCLC has a strong reputation across the CLC sector for its innovative, multidisciplinary team who provide high quality legal and advocacy services to disadvantaged groups within the Northern Rivers region in Northern NSW. Based in Lismore, the Centre operates a Generalist Legal Service, Tenants Advice and Advocacy Service, Women's Legal Service, Women's Domestic Violence Court Advocacy Service and the Tweed Valley Local Coordination Point. We also conduct an Aboriginal Legal Access Project, and the Aboriginal Women's Family Violence Awareness Project. All services operate from a social justice perspective in a not-for-profit non-government organisational setting, supported by a community management model.

The Centre currently faces exciting opportunities alongside difficult uncertainties. NRCLC's DVCAS team is emerging as a regional and national leader in providing advocacy and support for women and children leaving violence. By contrast, the Legal Services and Tenancy Services teams, along with our programs to connect with Aboriginal women and communities, all face a challenging and stressful funding climate.

#### KEY DETAILS:

A **key focus** of the position will be leading the Centre's strategic planning towards and beyond the legal services 'funding cliff' and managing the associated opportunities, difficulties and uncertainties.

The **key duties** for this role are: lead strategic planning and the Centre's campaign against legal service and other funding cuts, including profile building and liaising with key stakeholders; lead team in budget planning and implementation of Centre's 2017-2018 budget; manage change in the NRCLC workforce; and lead the NRCLC team and Committee of Management in identifying and where relevant, pursuing, strategic and sustainable funding opportunities and directions.

This is a **28 hours per week** position. The position is banded from SACS 5 / SCHADS 7 to SACS 6 / SCHADS 8 under the NRCLC Enterprise Agreement 2015-19, with a salary range of \$66,105 - \$76,967 per annum (dependent upon qualifications, skills and experience), plus superannuation and leave loading. Salary sacrificing is available.

**Start date: Monday 27 February or ASAP.**

#### SUBMITTING YOUR EOI:

To submit your EOI, provide your written response to the following selection criteria plus a current resume:

1. Proven capacity in a senior manager role within a multidisciplinary organisation with multiple auspiced services

2. Proven abilities in strategic leadership and organisational or sector development, including relationship and profile building and stakeholder engagement skills
3. Demonstrated experience in managing budgets in a challenging funding environment
4. Demonstrated understanding of and commitment to social justice (we will expect you to define your understanding of social justice in your application and demonstrate how you have applied your commitment)
5. Demonstrated experience working in a community legal centre or similar legal service

**FOR MORE INFORMATION:**

Requests for an EOI Kit, and all other inquiries should be directed to Jennifer Nielsen, Chairperson, on mobile: 0427 179 889 OR email: [jennifer.nielsen@scu.edu.au](mailto:jennifer.nielsen@scu.edu.au)

**CLOSING DATE AND SUBMISSION PROCESS:**

Applications for the position close at 4:00pm on Tuesday 21 April 2017. Applications must be submitted digitally by email or delivered in person.

Submit Via Email

Please address your email to:

“Confidential”: The Selection Panel Acting Centre Manager EOI

Email address: [nrclc@clc.net.au](mailto:nrclc@clc.net.au)

Submit In Person

Deliver your EOI, marked ‘confidential’ to:

The Selection Panel

Acting Centre Manager EOI

Northern Rivers Community Legal Centre

16 Carrington Lane

**LISMORE, NSW 2480**

Map here: <http://northernriversclc.org.au/wp-content/uploads/2014/05/NRCLC-Location-Map.png>