



Australian Pro Bono Centre – Policy and Project Officer

An exciting opportunity has arisen for a proactive and resourceful candidate with strong teamwork and organisational skills to fill a 12-month parental leave position as a Policy and Project Officer at the Australian Pro Bono Centre (**Centre**).

This role would suit a junior lawyer or policy/project officer with a strong interest in social justice who relishes a diverse set of responsibilities.

The role represents a fantastic opportunity to build policy knowledge and skills and to join a small team of committed professionals. The successful candidate will make a significant contribution to increasing access to justice and furthering the public interest by growing the capacity of the Australian legal profession to provide pro bono legal services.

About the Centre

The Centre is the **national centre of leadership for pro bono legal services**. We are a not-for-profit organisation working across the legal profession to grow participation and excellence in pro bono.

For more information about the work of the Centre, see probonocentre.org.au.

Job Description

Hours	33.75 hours per week (0.9 FTE). These hours can be spread flexibly across the week.
Employment basis	12-month fixed term contract, commencing in mid-October 2022. This is a parental leave cover position.
Salary	\$70,000 – \$75,000 per annum pro rata, plus 10.5% superannuation and a mobile phone allowance.
Annual leave	4 weeks per annum pro rata, plus office closure period between Christmas and New Year.
Location	Flexible. <i>If you are based in Sydney:</i> a combination of remote working and in-person attendance at the Law Centres Precinct, Law Building, UNSW, Kensington, NSW, 2052. <i>If you are based outside of Sydney:</i> you will be supported to work remotely for the duration of the contract.

	The Centre's team members are currently located in both Sydney and Adelaide, and we welcome applicants from anywhere in Australia.
Closing date	5pm, Monday 22 August 2022.

Key Responsibilities

The Policy and Project Officer's duties include the following:

- undertaking research and policy work on issues affecting the provision of pro bono legal services
- collecting, analysing and reporting on data relating to pro bono legal work and unmet legal need (including for the National Pro Bono Target and the National Law Firm Pro Bono Survey)
- drafting written reports, guides, submissions and other resources
- running the Centre's National Pro Bono Professional Indemnity Insurance Scheme and ExpertsDirect Pro Bono Service
- assisting with the Centre's ongoing climate initiative (including developing strategies for involving more pro bono lawyers in climate-focused pro bono work)
- developing and maintaining up-to-date knowledge of the policy context regarding the delivery of pro bono legal services by the Australian legal profession
- responding to enquiries from the public and stakeholders relating to the Centre's work
- undertaking meetings with, and presentations to, external stakeholders
- assisting with governance, reporting, and the Centre's impact measurement requirements
- working with the Centre's Operations and Communications Officer to draft and coordinate regular mail campaigns and communications, social media posts, media releases, and report releases
- managing the Centre's Social Justice Opportunities website, and the Centre's ongoing engagement with law students.

Selection Criteria

The successful candidate will have:

1. a Bachelor of Laws, Juris Doctor or equivalent legal qualification (admission to practice and a current practising certificate are not necessary)
2. current or previous experience working in legal practice or an allied field; in either a firm, the community sector, an in-house corporate team or government setting
3. excellent written and verbal communication skills, including a demonstrated ability to prepare written work in accessible, plain English to a publishable standard
4. excellent organisational skills and project management experience
5. strong interpersonal skills and a demonstrated ability to work collaboratively in a small team

6. a demonstrated commitment to social justice and access to justice (experience working or volunteering in the legal assistance sector or with a law firm pro bono program is desirable)
7. a can-do attitude and willingness to pitch in and help with a wide range of tasks, big and small
8. proficiency in the use of technology (including the suite of Microsoft Office software, particularly Excel), and social media.

Applications

Applications should include:

- a curriculum vitae
- a cover letter addressing the selection criteria (no more than 2 pages)
- the names and contact details of two referees (notice will be given before referees are contacted directly).

The Centre values and welcomes staff from a diversity of backgrounds and with a broad range of experience. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people, people living with a disability, and people who have caring responsibilities are strongly encouraged to apply.

Please submit applications by email to careers@probonocentre.org.au addressed to the Chief Executive Officer, Gabriela Christian-Hare, by close of business on **Monday 22 August 2022**. Enquiries about the position should also be directed to careers@probonocentre.org.au.