



Australian Pro Bono Centre – Operations and Communications Officer

A rare opportunity has arisen for a highly motivated and self-driven individual with strong technical, interpersonal and communications skills to be the Australian Pro Bono Centre's new Operations and Communications Officer.

This position would suit someone who relishes a diverse set of responsibilities and works well independently. This is a unique opportunity to use your skills to make a difference in a fast-paced, dynamic and collegiate environment working with a wide range of stakeholders across the legal profession.

Reporting to the Centre's Chief Executive Officer, the **Operations and Communications Officer** will work with Centre staff to manage the administration, communications and technology needs of the Centre, including executive assistance to the Centre's CEO.

About the Centre

The Australian Pro Bono Centre is Australia's **centre of leadership for pro bono legal services**. We are a not-for-profit working across the legal profession nationally to grow participation and excellence in pro bono work.

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

Job Description

Hours:	24 hours per week (0.65 FTE) which can be spread flexibly across 4-5 days per week.
Salary:	\$40,300 (pro rata of \$62,000 p.a.), plus 10.5% superannuation and a mobile phone allowance.
Annual leave:	4 weeks p.a., 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 Faculty of Law and Justice, 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.
Closing date:	COB, Monday, 2 March 2023 .

Key Responsibilities

Operations, administration and finance

- assist in the organisation of meetings and events (including invitations, video conferences, venue bookings, travel and accommodation)
- assist CEO with budget planning, audit process and insurance requirements
- assist with the on-boarding of new staff members, secondees and volunteers, including their technical set up
- manage payments of invoices and account renewals and liaise with the Centre's bookkeeper/accountant on finance administration through the platform Xero
- assist CEO with preparing reports to government funders
- help administer the National Pro Bono Target onboarding and reporting processes
- assist with Centre's National Pro Bono Professional Indemnity Insurance Scheme reporting process
- help administer the National Law Firm Survey
- liaise with the UNSW Law Faculty in relation to the Centre's accommodation and IT needs
- manage the Centre's incoming emails, postal items and stationery needs
- provide technical support to staff in the use of Microsoft Outlook, Teams, PowerPoint and Excel, and Adobe applications
- maintain and manage the Centre's office systems and online environments, including key contact databases saved to Microsoft Sharepoint
- respond to email enquiries from the public and stakeholders relating to the Centre's work.

Communications

- assist with the management and publication of the Centre's key resources, including its fortnightly *Round-Up of Pro Bono in the News*, its biannual long form publication *Pro Bono Voco*, and its *Social Justice Opportunities (SJOpps)* blog posts
- manage the content and development of the Centre's two websites on WordPress
- manage the Centre's social media presence, including creating posts and tracking statistics
- manage the Centre's Electronic Direct Mail platform (Mailchimp), including creating direct mail campaigns for media releases, report releases, new resources and key messages
- create and post static, video and audio content for the Centre's communications platforms, including podcasts, and advise on social media strategy.

Selection Criteria

The successful candidate will have:

1. proficiency with troubleshooting and using a variety of software including: Microsoft Office suite, Microsoft Teams, Mailchimp, Adobe Acrobat, SurveyMonkey and Zoom;
2. working knowledge of WordPress or other CMS systems, or a demonstrated ability to learn how to use new software;
3. excellent demonstrated time-management, organisational and file-management skills, with experience working on or managing files hosted on cloud-based platforms like Sharepoint;

4. experience implementing the communications strategy of an organisation, including creation of social media content and drafting mass emails to stakeholders. Basic graphic design skills (e.g. use of Canva) will be highly regarded;
5. excellent communication skills, both written and verbal, the ability to work collaboratively in a small team and to liaise with external stakeholders;
6. a can-do attitude, desire to problem-solve and willingness to take initiative, pitch in and help with a wide range of tasks, big and small.

An understanding of the Australian legal and access-to-justice sectors would be a significant advantage.

Applications

Applications should include a curriculum vitae, a cover letter addressing the selection criteria (1-2 pages), and 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, 27 February 2023**. Enquiries about the position should also be addressed to careers@probonocentre.org.au.