POSITION DESCRIPTION & SELECTION CRITERIA
Law Clerk/Administration Assistant

Our organisation

The LGBTI Legal Service Inc. is a non-profit community-based legal service which began service on 7 July 2010.

The Service has secured QLD government funding for the first time in the history of its operation. The funding is initially for a three-year period. Accordingly, this is the first time the Service is offering paid positions.

The Service recognises the difficulties faced by the LGBTI community and seeks to assist the Queensland LGBTI community to gain access to justice through the provision of legal and social welfare services. We provide legal advice and information to clients who have legal problems which arise from their identification as LGBTI and/or because they feel more comfortable in dealing with a solicitor with specific skills, interest and understanding of LGBTI legal issues and/or the barriers experienced by LGBTI peoples in accessing the legal system. Since commencing legal advice sessions in 2010 we have assisted over 750 clients across over 1,000 appointments.

We assist with the following:

- Family law
- Separations & relationship breakdowns
- Property settlements
- Domestic violence
- Surrogacies & parenting rights
- Criminal law & victims’ support
- Employment law, unfair dismissal, workplace bullying & harassment
- Discrimination law
- Gender identification & sex changes
- Civil law, administrative law, government decisions & Centrelink matters.

We also endeavour to provide community legal education activities and resources in order to increase awareness of legal rights and responsibilities for the LGBTI community in Queensland. The Service includes a Law Reform division that is actively involved in advocating for law reform and human rights.

The LGBTI Legal Service Inc. was established by, and continues to be overseen by, a voluntary Management Committee of individuals representing the diverse communities in the LGBTI family. As a non-profit community organisation, we rely heavily on the support of the community and volunteers.

The LGBTI Legal Service Inc is an equal opportunity employer.
POSITION DESCRIPTION & SELECTION CRITERIA
Law Clerk/Administration Assistant

An exciting new opportunity for a Law Clerk/Administration Assistant has arisen to work with our Solicitor to further access to justice for LGBTI people in Queensland. Be part of a dynamic organisation able to create real change as we introduce the first funded delivery of legal services of this sort anywhere in Australia.

Salary and conditions

Salary will be in accordance with the SACS Award (Casual) based upon the experience of the successful applicant.

Two days per week – one of those days must include Wednesdays.

Flexible work arrangements available.

People from diverse backgrounds, including people identifying with the LGBTI community and/or the Aboriginal and Torres Strait Islander community, are encouraged to apply.

How to apply

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

➢ A covering letter;
➢ A statement (maximum of two pages, including examples) outlining your suitability for the role by addressing the selection criteria. Your statement may be considered as an example of your written communication skills; and
➢ Your current resume.

Submissions should be made by email to solicitor@lgbtilegalservice.org by COB on 9 February 2018.

If you have questions, please call 07 3124 7160 or email us at the address above.
POSITION DESCRIPTION & SELECTION CRITERIA
Law Clerk/Administration Assistant

Position Description

The Law Clerk/Administration Assistant reports to the Solicitor, and will:

1. Coordinate the effective operations of the Service together with the Solicitor.
2. Be responsible for the coordination of volunteers together with the Solicitor.
3. Establish a new client database and ensure cohesion between various administrative systems within the organisation.
4. Compile referral lists of support services and pro bono lawyers for clients.
5. Perform administrative duties as instructed by the Solicitor, such as email inbox management, taking telephone calls from and making telephone calls to clients, stakeholders and others, filing and general office administration.
6. Assist the Solicitor with reporting (such as to funding and accreditation bodies and to the Management Committee).
7. Coordinate the efforts of an enthusiastic and skilled volunteer base.
8. Ideally, undertake legal research required by the Solicitor.
9. Other duties as directed by the Solicitor.

Selection criteria

The position requires a highly organised and self-motivated person who is able to assist in establishing the administrative systems required in an era of change.

Essential

1. An excellent awareness of the legal issues facing the LGBTI community and a commitment to equal access to justice.
2. Demonstrated ability to effectively coordinate an office.
3. Demonstrated ability to perform and interact as an efficient team member and use initiative with minimum supervision.
4. Strong skills in the use of technology and programs.

Desirable

5. Experience in undertaking legal research.
6. Relevant experience in a community legal service and/or the LGBTI community.
7. Relevant experience in a legal office.