

Call for Expressions of Interest

Position:	Youth Law Centre ACT Coordination Assistant
Period:	4 months, from late May to late September 2010 with possible extension
Hours:	20 hours per week
Classification:	ANU Officer Grade 5 step 2
Rate:	Casual hourly rate: \$36.89 (including 25% casual loading) + 9% superannuation
Closing date:	6pm - Friday 21 st May 2010

The YLC Coordination Assistant facilitates on-site coordination and work flow at the Youth Law Centre ACT. The position will be particularly important over the next few months because the YLC is going through a number of changes. Around the 3rd week of June the YLC will relocate from Savings House to Childers Square and from 1st July 2010 increased resources are likely for YLC operation as a result of the recent ACT budget.

The YLC Coordination Assistant position is for 20 hours / week which includes a minimum of 2 hours per day at the YLC when the service is open. The work time during the week in relation to the balance of the hours is negotiable. The position would ideally start before the end of May 2010 to enable handover by the outgoing Coordination Assistant.

ANU law students and law graduates who have been involved with the YLC are encouraged to apply. However, the position can not be undertaken while completing the Clinical Youth Law Program.

This position is primarily administrative and the work is not likely to qualify as legal practice experience for practical legal training purposes such as the Graduate Diploma of Legal Practice provided by the Legal Workshop.

The position description and selection criteria are below. The position will also be guided by a project plan which will be finalized in consultation with the successful applicant.

To express interest:

Send an email expressing interest to Judy Harrison at HarrisonJ@law.anu.edu.au by the closing date with: details of your availability to undertake the position during the period indicated; brief dot points which highlight how you meet the selection criteria; a copy of your CV and academic record.

Enquiries:

If you have any questions, please contact Judy Harrison by email or ph: 6125 7890. Judy will make the selection in consultation with Colleen Duffy, the YLC Coordinating Solicitor. Unsuccessful applicants will be notified once an offer has been made and accepted.

Judy Harrison
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 Director of Clinical Programs
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Position Description

College/Division:	ANU College of Law
Faculty/School/Centre:	
Department/Unit:	Youth Law Centre - ACT
Position Title:	Youth Law Centre Coordination Assistant
Classification:	ANU Officer Grade 5
Position No:	
Responsible to:	Director of Clinical Programs

PURPOSE STATEMENT:

The YLC Coordination Assistant facilitates on-site coordination and work flow at the Youth Law Centre ACT and contributes to the continuity of the YLC operation.

The YLC is provided through collaboration between ACT Legal Aid, the ANU College of Law and Clayton Utz.

The YLC provides legal advice, legal casework assistance and community legal education. Law students also engage in research and reform activities.

Many ANU College of Law students contribute to the YLC and benefit from experiential learning opportunities particularly through the Clinical Youth Law Program (CYLP).

The YLC Coordination Assistant facilitates on-site coordination and work flow in furtherance of these objectives.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The key accountability relates to on-site coordination and work flow.

The position reports to the Director of Clinical Programs and involves effective collaboration with YLC on-site contributors.

Role Statement:

Under general direction, the Youth Law Centre Coordination Assistant will:

1. Update and facilitate implementation of on-site work plans;
2. Enhance, maintain and facilitate on-site coordination and work flow;
3. Assist with induction and training of students, staff and YLC pro bono contributors;
4. Assist in promoting the service, extending relationships and outreach;
5. Other duties as directed, consistent with the classification level of the position.

SELECTION CRITERIA:**A. Qualifications**

1. Current law student or a law graduate.

B. Experience

1. Familiarity with the operating context and routines of the Youth Law Centre ACT (previously called First Stop) or of a similar non profit legal service.
2. Proficient with: PC based computer programs; word; excel; email and internet.
3. Proficient administrative, problem solving and coordination skills.
4. Proficient in working co-operatively as part of a team and independently.

C. Attributes

1. Interest in assisting to further the objectives of the YLC and the Clinical Youth Law Program.
2. Familiarity with youth legal needs, commitment to the human rights of young people and to access to justice.
3. Commitment to service quality, confidentiality and ethical practice.

Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

[Academic Typical Duties](#)

[ANU Salaries](#)

[Job Opportunities](#)

[Recruitment Flowchart \(ANU internal access only\)](#)

[Information for Applicants and how to apply](#)