



Marrickville Legal Centre

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# JOB INFORMATION KIT COMMUNICATIONS AND FUNDRAISING OFFICER

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## 1. About Marrickville Legal Centre

*Working with our communities to provide free and independent community legal services, fearlessly, to those who need it most.*

Marrickville Legal Centre is a community legal centre of more than 30 years standing, which provides free legal information, advice and casework services. The Centre also provides community legal education and pursues law and policy reform.

Marrickville Legal Centre has a large geographical catchment area made up of 12 Local Government areas.<sup>1</sup> The Centre specialises in servicing culturally and linguistically diverse clients and targets young people, tenants and women in domestic violence situations. The Centre prioritises service delivery to indigenous people, people with a disability, people with a mental illness, older people, gay, lesbian and transgender people, economically disadvantaged people and homeless people.

Marrickville's Legal Centre operates four main services:

- **General Legal Service (GLS)**

The GLS provides advice and assistance for a wide variety of legal problems including victim's compensation, complaints about police or government agencies, discrimination, debt, consumer complaints, family, minor criminal matter, motor vehicle accidents and employment.

- **Youth Legal Service (YLS)**

The YLS provides legal information, advice and assistance for young people up to 24 years of age as well as to youth workers and parents on behalf of young people. This is a state-wide service.

- **NSW Strata Collectives Sales Advocacy Service**

The Strata Collective Sales Advocacy Service provides advice, advocacy and education to disadvantaged members of the community across NSW in relation to issues arising from the new strata legislation introduced in NSW at the end of 2015.

- **Inner West Tenants' Advice and Advocacy Service (IWTAAS) & Northern Sydney Area Tenants Service (NSATS)**

The IWTAAS & NSATS provide information, advice and representation in the NSW Civil & Administrative Tribunal to residential tenants and boarding house residents. The tenancy services can help with a variety of issues, including Housing NSW tenants, private tenants, boarding house residents, repairs and maintenance, rent increases, termination and evictions, rental bond and negotiating with landlords and real estate agents.

- **Inner West Domestic Violence Pro-Active Support Service (Inner West DVPASS)**

The Inner West DVPASS works with Leichhardt, Marrickville and Newtown Police to provide follow up support, information and referral to people experiencing domestic violence.

Marrickville Legal Centre provides services from its offices based in Marrickville and Dulwich Hill and conducts outreach services in Lakemba and Rockdale (GLS), Bankstown, Belmore and Liverpool (YLS) and Newtown (IWTAAS).

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<sup>1</sup> The Local Government Areas are Ashfield, Auburn, Bankstown, Burwood, Canada Bay, Canterbury, Hurstville, Kogarah, Marrickville, Rockdale, Strathfield and Sutherland.

## **2. Guide for Job Applications**

The information contained in this document has been prepared to provide assistance in preparing applications for vacant positions within **Marrickville Legal Centre**.

Prior to completing your application, you should read each section to gain an appreciation of the selection process and the basis for selection of successful applicants.

### **2.1 Choosing the best person**

Appointment to positions at Marrickville Legal Centre is on the basis of merit. *'Merit'* is decided with reference to the nature of the duties of the position and the abilities, qualifications, experience, standard of work performance and personal qualities of an applicant, only as they are relevant to the position.

#### **Abilities**

This refers to skills and capacities based on knowledge, practice and aptitude, which are relevant to effective performance in the position e.g. communication skills, liaison skills, supervisory skills, program management skills, capacity to undertake research or to work in a team.

#### **Qualifications**

These may be in the form of specific educational requirements e.g. a certificate, diploma or degree or a particular trade or professional requirement e.g. membership of a professional association.

#### **Experience**

Relevant experience might be in a specific field e.g. personnel, information technology, or finance or it might be in a specific function such as supervision, research, policy implementation, or investigation.

#### **Standard of work performance**

This refers to the quality of the work performed or produced and/or the level of output relevant to the position e.g. speed and accuracy in certain positions, quality of written work, quantity of items produced quality of advice given, thoroughness or reliability. Referees' reports as well as the applicant's demonstration of standards achieved are relevant to the assessment made.

#### **Personal qualities**

These should be unambiguously demonstrated to be relevant to job performance and should be defined as particular and identifiable work behaviour.

The selection process is governed by Equal Opportunity Principles. Fair and open competition applies to every advertised position within Marrickville Legal Centre.

The selection criteria provide the basis for the selection process. During the selection process, none of the selection criteria specified can be overlooked and no new criteria can be introduced.

## **3. Applying for the position**

You will need to apply in writing. Your job application determines whether you will get an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

You should take the following steps when preparing your application: -

- Read the selection criteria for the position you are applying for.
- Read the job advertisement and other job information material closely as it includes a description of the job, the job requirements and the selection criteria.

- Your application should include a response addressing *all* of the selection criteria. This should be separate to any resume or cover letter. **Each criterion should appear as a heading with your response below.** Be clear and concise, and show how your skills, qualifications, abilities and training are relevant. This is your opportunity to demonstrate how well you meet the selection criteria

**Applicants who do not address *all* of the selection criteria might not be called for an interview.**

### **Attach your resume**

Attach to your application a brief resume with details of your skills, education and employment history. If you have gained skills or experience outside of work or overseas include them in your resume.

### **Name two Referees**

Include the names and phone numbers of at least two referees who can comment on your work performance or provide personal references.

### **Send your application**

Ensure that your application reaches the address specified in the advertisement by the stated closing date and time.

The selection panel can only accept late applications if the request for late application is granted prior to the position's advertised closing date. Late applications are not considered after the selection panel has met to select candidates for interview.

## **3.1 The Selection Process**

### **The Selection Panel**

A Selection Panel of at least three people carries out selection of applicants. There are usually two internal representatives and one external representative on the Panel. The Panel is responsible for selecting the applicant who best satisfies the selection criteria.

### **Consideration of written application**

The Panel will examine your written application to see how well you meet the selection criteria. Based on your written application, you may be selected to attend an interview.

### **Interview**

If you are selected for interview, you will usually be given at least three (3) days notice. You may be asked to bring samples of your work to the interview.

If you have any special requirements (e.g. disabled parking, wheelchair access, sign language interpreter), tell the contact person so that appropriate arrangement can be made.

The Selection Panel will ask you questions related to the selection criteria.

Prior to interview, try to anticipate questions that may be asked by the Selection Panel. Generally, the Panel prepares its questions by analysing the job advertisement and position Description. You should also analyse the advertisement and position Description and think about questions you would ask to assess an applicant's claim for the position, if you were a Panel member.

If invited to interview, you may ask what material, if any, to bring to the interview. If you are unable to attend the interview at the appointment time, it may be possible to organise an alternative time, but this is subject to the availability of the Selection Panel members.

At the interview the Panel will be seeking to determine each candidate's relative strengths and weakness in relation to the particular job.

You will have the opportunity to ask questions, giving the chance to demonstrate your interest in and understanding of the position and its duties.

Below are some suggestions for your presentation and performance at the interview:

- Speak clearly, so that members of the Panel can hear without difficulty.
- If you already work in the organisation, don't assume that internal representatives of the panel will be fully aware of your background.
- Stress the relevance of your qualifications and experience to the position for which you are applying.
- Present the Panel with any appropriate papers concerning qualifications and relevant previous work, but do not overload the Panel with documentation.

### **Referee reports**

The view of referees may be obtained for applicants being given final consideration for appointment. Where this is done, the Convenor of the Selection Panel will contact the referees nominated by the candidate. The Convenor will ask similar and specific job related questions of each referee.

### **The Selection Panel's Decision**

The selection panel makes a decision based on information gained from your written application, interview, referee reports and any other methods of assessment, if used. If no applicant meets the minimum criteria specified in the selection criteria the Panel will recommend that the position be re-advertised.

## **3.2 What happens next?**

If you are selected for the job, Marrickville Legal Centre will contact you with a job offer, usually within 10 days of the interview. If you accept the job, the offer will be confirmed in writing. If your application is unsuccessful, you will be notified in writing usually within 14 days of the interview, after the successful candidate has accepted the offer.

Unsuccessful applicants may request a post selection discussion with the Convenor of the Selection Panel. This can help you understand the Panel's decision and to discuss ways that you can improve your application or interview performance when you next apply.

## 4. Position Description

<b>Position Title:</b>	<b>Communications &amp; Fundraising Officer</b>
<b>Salary Range:</b>	MLC Level 1 (\$69,838,92) – Level 7 (\$86,336.02) commensurate with experience
<b>Position Status:</b>	Fixed-term (12 mths), full-time (35 hours per week)
<b>Position Reports to:</b>	Managing Principal Solicitor
<b>Primary Responsibilities:</b>	Develop and enact strategies to promote and publicise the Centre's work. Develop and enact strategies to raise funds to support the Centre's work.

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### **Role and Context of the Position**

Marrickville Legal Centre (MLC) provides access to justice through the provision of legal services, law reform and community legal education. In particular, MLC assists people who are disadvantaged by their social and economic circumstances. MLC's services are currently funded by various Government departments.

The Communications and Fundraising Officer will work strategies that promote and publicise the work of the Centre as well as raising funds to support our work & vision. This will include work on organising Centre events and community engagement.

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### **Delegated Authority**

As per chart of delegations.

### **Supervision**

As per Marrickville Legal Centre policy.

### **Annual Performance Appraisal**

As per Marrickville Legal Centre policy.

### **Terms and Conditions of Employment**

As per Marrickville Legal Centre Enterprise Agreement 2012 – 2015.

## **Organisation Expectations**

This section describes expectations that apply to all employees regardless of their role.

### **1. Governance and Accountability**

All employees will:

- a. Adhere to Marrickville Legal Centre Constitution, philosophy, policies and procedure;
- b. Comply with relevant state and federal legislation, funding body service agreements, the National Association of Community Legal Centre's Risk Management Guide and industry standards;
- c. Document work in line with required standards;
- d. Undertake data collection;
- e. Perform all reasonable duties requested by the Board or their delegate;
- f. Attend supervision sessions.

### **2. Teamwork**

All employees will:

- a. Attend staff, team and casework meetings when required and contribute to decision making;
- b. Contribute to Marrickville Legal Centre planning relevant to own work, including implementation of the Strategic Plan;
- c. Contribute to a positive and cooperative work environment;
- d. Follow through on commitments;
- e. Contribute to housekeeping tasks;
- f. Notice and discuss areas for process improvement;
- g. Act to support volunteers, management and other staff members;
- h. Perform own basic administrative tasks.

### **3. Development**

All employees will:

- a. Participate in required training and ongoing professional education.

### **4. Work Health and Safety**

All employees will:

- a. Understand the WHS Policy, and how they can participate and support the implementation of the WHS Policy.

## **Position Expectations**

This section describes the expectations that apply to the Communications and Fundraising Officer.

### **5. Communications**

The Communications and Fundraising Officer will:

- a) Be responsible for the production of MLC promotional materials, including annual report;
- b) Write, edit and publish information to promote MLC, including an MLC e-newsletter;
- c) Be responsible for day-to-day management of the MLC website, including updating and ongoing monitoring, gaining input from other staff as necessary;
- d) Develop and maintain MLC's social media presence;
- e) Support MLC in developing media strategy, drafting press releases, responding to media enquiries and building dialogue with the media;
- f) Coordinate any fundraising & media events, and annual Centre events such as the AGM;
- g) Coordinate Centre involvement in external activities such as festival attendances;
- h) Foster relationships with current and past volunteers, local, community & political stakeholders;
- i) Maintain a database of all MLC stakeholders and contacts (including current and past volunteers).

### **6. Fundraising**

The Communications and Fundraising Officer will:

- a) Develop fundraising strategies;
- b) Identify diverse funding streams, and create a calendar of grants;
- c) Identify Centre projects and develop funding submissions;
- d) Investigate alternate funding sources such as philanthropy and corporate relationships

## 5. Selection Criteria

The following are essential criteria that the candidate must satisfy in order to perform the role:

- Experience in a fundraising role, involving one or more of the following:
  - writing and collating grant applications
  - sourcing funding opportunities
  - coordinating social media campaigns.
- Demonstrated capacity to meet key performance indicators.
- Excellent written and verbal communication skills, including the capacity to write and edit publications and promotional materials.
- Demonstrated capacity to develop strategic relationships with stakeholder organizations and individuals.
- Proficiency in database management and website content management.
- Strong interpersonal and teamwork skills.
- Ability to work with a high degree of autonomy and limited supervision, with attention to detail.
- Ability to recognize and critically assess issues that may impact MLCs funding opportunities, to consider alternatives and to offer recommendations.
- A commitment to social justice.

### **Desirable criteria:**

- Experience working in a public interest, social justice or human rights not for profit organization.
- Relevant qualifications in fundraising, marketing or communications.