



PilchConnect Senior Lawyer

- Use your entrepreneurial flair and training skills
- Work with a committed, energetic and passionate team
- Apply your legal experience to help community organisations

The Public Interest Law Clearing House Vic Inc (**PILCH**) is an independent, not-for-profit organisation that is committed to furthering the public interest, improving access to justice for those who are disadvantaged or marginalised, and protecting human rights.

PILCH does this by facilitating pro bono legal services to people and organisations in need, and by addressing injustice through law reform, policy work and legal education.

PilchConnect is PILCH's specialist legal service for not-for-profit community organisations (**NFPs**). PilchConnect provides NFPs with access to free or low cost practical and plain language legal help (information, advice and training). We also deliver training 'on request' on a fee-for-service basis, often for local councils, peak bodies, networks or large NFPs. This training occurs in Melbourne and also in outer metropolitan and regional Victoria.

We are seeking a self-motivated, entrepreneurial lawyer and trainer to deliver and further develop our fee-for-service training program. The successful **Senior Lawyer** will build on our 9 month pilot program and grow the fee-for-service program as an ongoing income stream for PilchConnect.

Position description	
Position Title:	Senior Lawyer, PilchConnect
Position Reports to:	Manager - PilchConnect Information & Training
Salary	Pro-rata of \$76,377 per annum plus 9% superannuation, annual leave loading, & generous salary packaging options
Employment Status	Part-time Fixed Term for 12 Months (extension possible)
Hours	30 hours a week (0.8 EFT) <i>Note: there is some flexibility around hours depending on the circumstances of the successful applicant. Minimum hours for the position are 22.5 hours per week, up to a maximum of full-time.</i>
Location	Level 17, 461 Bourke Street, Melbourne
Applications Close:	There is no closing date for this position – we are keen to make an appointment as soon as possible and we will consider applications upon receipt.

Role purpose

The PilchConnect Senior Lawyer is responsible for sourcing and scoping all PilchConnect's fee-for-service training and delivering that training with assistance (as needed) from other PilchConnect lawyers. Although currently a Victorian-based service, PilchConnect is looking to broaden its services to other states and this position could expand into a role with some interstate coverage.

Key Responsibilities

- Manage all PilchConnect's fee-for-service training, including:
 - working with PilchConnect's existing networks (e.g. local councils, peak bodies, large NFPs) to secure fee-for-service opportunities and build new networks and clients,
 - scoping emerging NFP training needs and opportunities,
 - marketing and promoting the fee-for-service program,
 - liaising with clients and managing quotations and invoicing with the assistance of the PilchConnect Administrator
 - managing technological requirements, logistics and scheduling of sessions with the assistance of the PilchConnect Administrator, and in collaboration with other PilchConnect lawyers as required
 - preparation of high quality, practical and plain language training materials,
 - delivery of fee-for-service training sessions in collaboration with other PilchConnect lawyers as required, and
 - evaluation and reporting on the fee-for-service training program.
- In collaboration with PilchConnect lawyers, review and update existing training modules and develop new modules to meet NFP client needs.
- Ensure the fee-for-service training program operates on a continuous improvement model.
- As directed by PilchConnect Managers and Director, assist with other PilchConnect legal services, including other training, telephone advice, legal information resources, and policy and law reform work.
- Work with PilchConnect lawyers and PILCH Communications Manager to explore options for recording and pod/vodcasting training, and the possibility of webinars.
- Perform other duties as directed and necessary to the proper performance of the role.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of PILCH and PilchConnect.

Qualifications, Skills, Experience & Attributes (Selection Criteria)	
Qualifications	<ul style="list-style-type: none"> • Qualified solicitor or barrister eligible to practice in Victoria • Certificate IV in Training and Assessment (TAA 40104 or TAE40110) or a relevant training qualification
Experience	<ul style="list-style-type: none"> • Minimum four years post admission experience as barrister or solicitor • Experience in design and delivery of legal or legally-related training or educational programs (including preparation of materials such as facilitator notes, participant workbooks, training activities, guides, powerpoint presentations and evaluation materials) • Experience in developing online training (eg. podcasts, vodcasts, webinars) and / or demonstrated interest in innovative training design and delivery methods (desirable)
Knowledge & skills	<ul style="list-style-type: none"> • High level training delivery and facilitation skills, and excellent interpersonal, oral and written communication skills • Demonstrated knowledge of the NFP community sector and an understanding of the legal issues relevant to NFPs • Demonstrated commitment to social justice and human rights • Strong time-management skills, and experience in managing client expectations in a fee-for-service context • Marketing and entrepreneurial skills and initiative to develop the fee-for-service training program to meet the needs of the NFP sector and to contribute to PilchConnect's financial sustainability • A commitment to evaluating training programs, measuring social impact and continuous improvement • Highly motivated • Demonstrated ability to work autonomously as well as collaboratively in a team environment • Previous experience managing a State-wide or large training program (desirable)

Other Requirements

- A driver's licence and / or ability to travel to outer-metropolitan and regional and rural areas.
- The position may be required to work flexible hours, including (on occasions) after hours, to accommodate training requests.

Application Process

- Employment at PILCH is covered by the PILCH Staff Agreement 2008 (copy available on request)
- For further information about PILCH and its work please visit www.pilch.org.au
- Applications should be addressed to Anna Molan, Director of Operations and should comprise:
 - a cover letter
 - your resume
 - a brief statement outlining your suitability for the role with reference to the selection criteria
- Applications should be uploaded via the PILCH website as a **single word or PDF file**
- There is no closing date for this position – we are keen to make an appointment as soon as possible and will consider applications upon receipt.