



Gosnells Community Legal Centre

POSITION DESCRIPTION

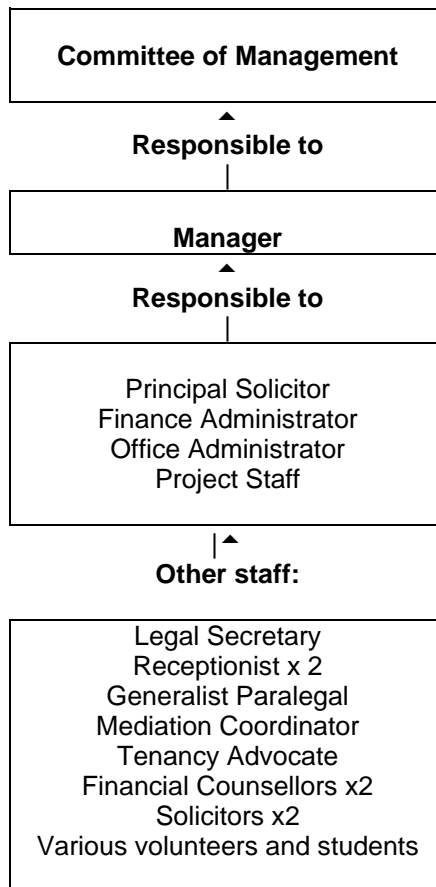
MANAGER

JANUARY 2007

JOB DESCRIPTION FORM

ORGANISATION Gosnells Community Legal Centre Inc	TITLE Manager
SALARIES AGREEMENT/AWARD Social and Community Services (WA) Award (2002)	CLASSIFICATION Level 9
EFFECTIVE DATE OF DOCUMENT January 2007	

REPORTING RELATIONSHIPS



ROLE STATEMENT

The Manager of the Gosnells Community Legal Centre has end-of-line responsibility for establishing, monitoring and maintaining policies and strategies in relation to the range of services provided to the community. The Manager ensures that these services promote the vision and strategic direction of the Centre.

CONTEXT AND SCOPE

Gosnells Community Legal Centre Inc is a not-for-profit community based legal and advocacy centre providing services to disadvantaged persons residing in the southeast metropolitan corridor (principally from the City of Canning through to Serpentine/Jarrahdale).

Intrinsic to GCLC work is the promotion of Human Rights and equality of access to social justice. GCLC widely recognises that not all members of the community have equal access to or ability to participate in the legal system. GCLC acknowledges that casework assistance alone will not address the systemic injustices that exist within society nor provide sustainable outcomes for the broader community. Consequently GCLC is actively engaged in community legal education, community development and law and social policy reforms. These strategies form a significant element of GCLC's strategic direction and are fundamental to GCLC achieving its goals and mission.

GCLC receives funding from a variety of sources including Commonwealth Attorney General's Dept, State Government's Community Legal Services Program, Legal Aid WA, Department for Community Development, Department of Consumer and Employment Protection and the Law Society of WA's Public Purposes Trust. This funding is to resource GCLC to provide information, referral, advice, advocacy, some representation in courts and tribunals, community legal education and policy and law reform activities in various areas of law, including

- Child Support
- Family Law
- Domestic Violence (restraining orders, criminal injuries compensation, child protection, liaison with Police)
- Welfare Rights (Centrelink matters)
- Financial Counselling (consumer credit, debt)
- Tenancy
- Minor criminal and civil law matters

In addition to these legal services, GCLC offers a mediation service, which provides mediation in both neighbourhood and family law disputes.

GCLC also provides emergency relief support (financial assistance) to clients when the funds are available.

ROLE

The Manager of the Gosnells Community Legal Centre has end-of-line responsibility for establishing, monitoring and maintaining policies and strategies in relation to the range of services provided to the community. The Manager ensures that these services promote the vision and strategic direction of the Centre.

The Manager leads the paid and volunteer staff team to develop and ensure objectives are achieved and aligned with the strategic aims of the Organisation. The position also develops and monitors the services provided by the Centre to the community, ensuring social justice and community development standards are paramount.

The position provides strategic leadership and management for programs and services provided by the organisation and facilitates the implementation of Management Committee initiatives. The Manager is responsible for participation with the Management Committee and advice to the Chairperson on organisational objectives, new initiatives and governance requirements.

The Manager, in liaison with the Chairperson, is responsible for positively representing the organisation within the community.

OUTCOMES

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1. Strategic leadership is provided for the effective facilitation of policy, implementation of programs, and for the provision of quality advice, advocacy and legal services on behalf of the Centre to its customers.
2. Organisational aims and objectives in relation to service standards are met, in accordance with the Centre's strategic plan.
3. Appropriate, cost effective and efficient services are developed and delivered.
4. Committee initiatives, in relation to community services provided by the Centre, are effectively implemented.
5. Contribution and participation with the management committee and advice to the Chairperson is provided in accordance with good governance, centre policies, initiatives and organisational objectives.
6. Human, physical and financial resources related to the provision of services are managed effectively and efficiently, in accordance with organisational objectives, best practice and legislative requirements.

SELECTION CRITERIA

ESSENTIAL

Relevant Skills and Abilities:

1. A Degree in Human Services (eg Social Work, Psychology etc) or Law, or significant relevant experience with a demonstrated commitment to Social Justice and Human Rights and commitment to community development;
2. Demonstrated ability to manage a diverse team of paid and volunteer workers;
3. Proven ability to plan and work strategically with sound knowledge and skills in organisational governance;
4. Experience in the financial management of a varied range of funding contracts;
5. Demonstrated ability to appropriately represent the organisation to a diverse audience, including Members of Parliament, funding bodies, media and other key stakeholders; and
6. Proven ability to work effectively with a Committee of Management and to work with minimal supervision.

DESIRABLE CRITERIA

7. Knowledge of community legal centres;
8. Workplace Trainer and Assessor qualifications;
9. "A" class licence and own reliable transport.

NOTICE TO APPLICANTS

Only applications that address the selection criteria will be considered.

In responding to the selection criteria, Applicants should have consideration to the context and scope of the position. Responses to the selection criteria should be relevant to the context and scope of this role and Organisation to demonstrate appropriate skill levels and knowledge.

Please provide a resume and include details of two contactable referees.

Applications should be addressed to

The Chairperson
Gosnells Community Legal Centre Inc
PO Box 226
GOSNELLS WA 6990

Or emailed to camille@gosclc.com.au

Applications close 4pm Friday 9th February 2007.