

# Communications and Events Coordinator

## Part time

<b>Status:</b>	Part time,
<b>Hours per week:</b>	30 hours per week (negotiable)
<b>Award coverage:</b>	Level 6 of the Social, Community, Home Care and Disability Services Award 2010 (Modern Award)
<b>Salary:</b>	Above Award, (linked to Queensland Transitional Pay Equity Order [incorporating the QLD Regulation & DIV 2B QCSCA]): <b>\$92,703.52 pro rata</b>
<b>Accountable to:</b>	Director
<b>Date Reviewed:</b>	May 2020

## About us

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Queensland's community legal centres provide a diverse range of free legal advice, law reform advocacy, community education and casework services to tens of thousands of disadvantaged Queenslanders each year, and are an important component of Queensland's legal and social infrastructure.

We are the peak body for Queensland's community legal centres, and we work with those centres towards a fair and just Queensland.

We help community legal centres so they can provide effective, high quality services to their communities. We help the network of community legal centres keep informed, united and relevant. We help disadvantaged and vulnerable people in the community to understand their legal and human rights, access legal help, and be heard and respected.

Find out more about us at [www.communitylegalqld.org.au](http://www.communitylegalqld.org.au).

## About the role

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As part of a small, focussed and effective team, you will increase the profile and understanding of the work of our organisation and Queensland's community legal centres. The communications and events of Community Legal Centres Queensland are key ways in which we engage our member and stakeholder relationships. The key activities of this role include:

- coordinating our flagship events such as our conference in May 2022 and Leadership Forum in November 2022, and other events and advocacy activities in conjunction with other staff;
- promoting the work of Queensland's community legal centres, and our organisation, through regular newsletters, website updates, social media and targeted media comment, and direct requests for information from the community (including referrals for legal help);
- maintaining the content on the Community Legal Centres Queensland website;
- training and equipping staff at our member organisations to undertake communications work (speaking at events, working one-on-one with staff, organising catch ups and training with other community legal centre communications people, etc);
- assisting in the preparation of our annual report, research reports, policy papers, promotional materials, and other publications in accordance with objectives set out in our strategic plan;
- participating in organisational activities and services, including planning, evaluation and general operations.

## About you

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To be successful in this role, you:

1. Have qualifications and/or experience in communications, marketing, public relations, event management or equivalent;
2. Have experienced or understand the work of community organisations, legal services, or related field;
3. Are a great communicator (oral and written) and have worked with diverse stakeholders;
4. Can work independently when required, and contribute as part of a small team, have exceptional organisational skill and can manage multiple projects at the same time; and
5. Share our commitment to social justice.

Community Legal Centres Queensland is committed to building a diverse, inclusive, safe, respectful and flexible workplace by supporting equal opportunities across our team. We strongly encourage Aboriginal and/or Torres Strait Islander people, and people from diverse backgrounds, genders, abilities and ages to apply.

**Please note:** This role may require the successful candidate to attend venues which are subject to mandatory health directions regarding COVID-19 vaccination. To ensure the health and safety of our staff, CLC members and stakeholders, all CLCQ staff are required to comply with statutory and Government requirements, such as public health directions with respect to COVID-19, including vaccinations. It may be necessary to sight evidence

of a candidate's COVID-19 vaccination certificate from myGov or similar before employment is confirmed.

## Applications

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Applicants should send a written application that addresses the criteria above and a current CV to Carly Hanson, Community Legal Centres Queensland Sector Sustainability Coordinator: [carly@communitylegalqld.org.au](mailto:carly@communitylegalqld.org.au).

Note that the Community Legal Centres Queensland office is closed between 17<sup>th</sup> December 2021 and 10<sup>th</sup> January 2022.

Applications close at **5pm on Wednesday, 12 January 2022**.

Shortlisted applicants only will be contacted by Monday 17<sup>th</sup> January and interviews will take place by Tuesday 25<sup>th</sup> January 2022, with the successful applicant to commence as soon as practicable.

Late applications will not be considered.