

Refugee Legal:

Position Description Legal Clinic Solicitor (One Year)

A. Overview of organisation

Refugee Legal is an independent community legal centre specialising in refugee and immigration law, policy and practice. Refugee Legal has been assisting asylum seekers, refugees and disadvantaged migrants in the community and in detention for over 30 years and has substantial casework experience and expertise. Refugee Legal's work involves the provision of key legal assistance to people who could not otherwise obtain it due to financial and other forms of distinct disadvantage often related to their cultural or linguistically diverse backgrounds or experiences of torture or trauma. Refugee Legal also conducts extensive law reform, advocacy and education programs.

B. Position Summary

The Legal Clinic Solicitor position involves working in a small team within Refugee Legal's Clinic program.

Refugee Legal's Clinic program:

- Provide one off substantive legal assistance in a range of matters primarily affecting people seeking asylum under the Fast Track Assessment process and other unauthorised maritime arrivals. These include further protection visa applications, responses to requests for information and comment, provision of supporting evidence, legal submissions on particular issues and other assistance as required.
- Utilise a well-established team of supervising solicitors, paralegals and administrative support to be able to deliver high volume, high quality, expert and efficient protection claims assistance.
- Leverage the skills of over 550 volunteers, including lawyers from 12 major law firms, to provide this assistance, under the training and supervision of our supervising lawyers.
- Are designed to be able to respond effectively to emerging needs

The role of Legal Clinic Solicitor involves assisting with clinic coordination, including triaging of legal cases, assessing merit, allocating matters and directly supervising Refugee Legal's volunteer solicitor migration agents and paralegals.

The role will also include regular engagement with our partner law firms, the provision of training/teaching in refugee and migration law, policy and procedure, the delivery of community education/information, the development of pro-forma legal materials and the management of an ongoing caseload of vulnerable applicants.

The Legal Clinic Solicitor will be expected to be able to supervise at any Clinics including those that are run in the evenings or on weekends.

C. Duties and Responsibilities

- Participate in the organisation, running and supervision of Refugee Legal's clinics to ensure the efficient and effective implementation of key purposes and functions of the clinic program.
- Responsible for the development and direct supervision of a high functioning team of volunteer solicitor migration agents and paralegals.
- Contribute to identifying, developing and strengthening key partnerships with law firms and other relevant stakeholders.

- Contribute to the design and development of relevant training to staff and legal volunteers and deliver the training along with other members of the legal team.
- Contribute to the development of community education programs and present these programs to community groups as required.
- Responsible for organising completion of follow up casework matters arising from Refugee Legal's Clinic program.
- Required to attend all relevant staff meetings, quarterly casework meetings and strategic planning days

D. Selection Criteria

Essential attributes

- Proven capacity to supervise solicitor/migration agents, both employees and volunteers, in relation to casework and advice.
- Proven capacity and extensive experience in performing casework and advice on refugee and immigration matters, including thorough working knowledge of laws, policies and procedures in the jurisdiction.
- Proven capacity to engage and develop relationships with external partners.
- Proven capacity and experience in the design and delivery of training on legal issues.
- Capacity to pay close attention to detail while working in a fast-paced environment and juggling multiple tasks.
- Ability and willingness to work flexible hours, including outside standard business hours on weekdays, and on weekends.
- A holder of an unrestricted legal practising certificate and Migration Agents Registration.
- Ability and willingness to travel to and work interstate, if required.

Desirable attributes

- Proven interest and experience in, working with people of distinct disadvantage, including victims of torture or other trauma.
- Proven familiarity with and experience in working as a staff member and/or volunteer in a non-profit community sector setting as part of small team, including demonstrated ability to work both collectively and, where necessary, with initiative and self-reliance.
- An appreciation of, interest and experience in current issues confronting people of diverse cultural and linguistic backgrounds in the refugee and immigration law areas, including law reform and advocacy issues.
- Strong appreciation of, interest and experience in working with people of distinct disadvantage, including victims of torture or other trauma.

E. Employment Conditions

Directly responsible to: Executive Director

Location: Collingwood office, or elsewhere as required, including regional Victoria, interstate, and remote locations within Australia.

Hours: Full-time position. (Flexibility in relation to work times is essential.)

Conditions: This is a fixed term 12-month contract. Refugee Legal is an Equal Opportunity Employer. Other conditions are in accordance with the Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010.

Application Process: written applications must address the selection criteria and be received by 5.00pm Monday 1 April 2019. Applications should be addressed to "The Executive Director", marked "Private & Confidential", and sent by email to linda@refugeelegal.org.au.