



## Legal Volunteer – African Australian Assistance Project

<b>Division:</b>	Family and Community Services – Brimbank Melton Community Legal Service
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### Position Objective:

Brimbank Melton Community Legal Centre (BMCLC) is a Community Legal Centre that aims to improve the lives of community members in the West experiencing disadvantage and marginalisation, and which primarily services the Brimbank, Melton and Bacchus Marsh Local Government Areas.

The Legal Volunteer supports BMCLC in delivering the African Australian Assistance Project (AAAP), by assisting the project lawyer in providing high-quality legal advice, casework, and community engagement activities. The role involves tasks such as legal research, note-taking, data entry, and document drafting, and includes attending and assisting at the AAAP's outreach legal clinic at the Centre for Multicultural Youth in Melton. This position reports directly to the designated project lawyer for the AAAP.

### Part A: Organisation

#### Organisation, Vision, Purpose and Values

##### Our Organisation:

Comm Unity Plus Services Ltd (operating as commUnity+) is a community-based company limited by guarantee, funded by Local, State and Commonwealth Government departments and philanthropic trusts.

Comm Unity Plus Services Ltd delivers a range of early intervention and prevention programs focused on informing and engaging our community through high quality Adult Education, Family Support and Legal Programs, which complement community engagement and development programs, with special emphasis on disadvantaged people and vulnerable communities.

##### Our Vision:

Safe and vibrant communities where people are engaged, respected and in charge of their future.

##### Our Purpose:

Understand the needs of individuals and communities we serve and provide effective and efficient services to increase economic, social and cultural participation.

<b>Our Values:</b>	
Responsive:	We will listen to our diverse communities, measure impacts and make informed decisions about the services we provide.
Empowering:	We will respect the strength of our communities and collaborate to deliver holistic services.
Accountable:	We will be responsible and self-reflective. We will acknowledge and celebrate achievements.
<b>Our Services:</b>	
<ul style="list-style-type: none"> <li>• Adult Education across a range of Programs</li> <li>• Legal Services (including Brimbank Melton Community Legal Centre)</li> <li>• Family Services (including Children's Contact Service and other family support)</li> <li>• Neighbourhood House</li> <li>• Other community engagement and development projects and activities</li> </ul>	

## Part B: Operational Context

Legal Services (Brimbank Melton Community Legal Centre)
<p>commUnity+ operates the Brimbank Melton Community Legal Centre (BMCLC), funded by State and Commonwealth governments and supported through philanthropic project funding, to provide free legal services for people who live, work or study in the Brimbank, Melton and Bacchus Marsh communities.</p> <p>BMCLC is based in St Albans and operates a range of generalist and specialist legal clinics, providing outreach services through key community organisations, undertaking casework, delivering legal representation, and actively contributing to social justice and law reform.</p> <p>For more information please visit the commUnity+ website: <a href="http://www.comm-unityplus.org.au">www.comm-unityplus.org.au</a>.</p>

## Part C: Position Specifications

Relationships	
Division:	Family and Community Services
Program/Team:	Brimbank Melton Community Legal Centre (Legal program of Comm Unity Plus)
Location:	St Albans and Melton
Reports to:	Project Lawyer - AAAP
Indirectly Reports to	Generalist Lead Lawyer Administration Coordinator

Internal:	BMCLC staff, BMCLC Volunteers and student placements
External:	Funding agencies, community stakeholder groups

## Key Tasks

### Legal Volunteer Responsibilities

1. Provide support and assistance to the designated project lawyer and other relevant project staff (including the Community Development Worker for the project) in organising and delivering legal services through the AAAP.
2. Assist the designated project lawyer and other relevant project staff (including the Community Development Worker for the project) in organising and delivering community development activities through the AAAP.
3. Assist the designated project lawyer and other relevant project staff (including the Community Development Worker for the project) in the general administration of the AAAP, including in evaluation, monitoring and feedback activities, as well as assisting with enquiries, bookings and data collection for the AAAP.
4. Provide information and referrals to the general public and other relevant stakeholders on the AAAP and BMCLC's other services.
5. Develop and maintain collaborative relationships with BMCLC staff, and other relevant stakeholders to deliver quality services and ensure cooperative and proactive approaches to improving access to justice.

## Part D: Person Specification

Key Selection Criteria	
Essential:	<ol style="list-style-type: none"> <li>1. Demonstrated ability to verbally communicate effectively with a wide range of people, including staff, other professionals, stakeholders and community members.</li> <li>2. Knowledge and understanding of the African Australian communities in Melbourne's West, including demonstrated relationship building skills within these communities.</li> <li>3. Time management and organisational skills to perform diverse volunteer duties with the ability to prioritise and plan work to meet timelines.</li> <li>4. Ability to provide a high standard of customer service to members of the community, clients, internal and external stakeholders and other agencies.</li> <li>5. Proven ability to work effectively in a team and to apply initiative in solving problems.</li> <li>6. Strong computer literacy with Microsoft software.</li> <li>7. High level of professionalism, commitment and interest in working with individuals from diverse and disadvantaged communities on social justice issues.</li> </ol>
Qualifications	
Desirable:	<ul style="list-style-type: none"> <li>• Studying towards a Bachelor of Law, Juris Doctor</li> </ul>
Other Requirements	
Essential:	<ul style="list-style-type: none"> <li>• Eligibility for a current Working With Children Check</li> <li>• Ability to obtain a Criminal Records Check (paid for by commUnity+)</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>• Current valid Victorian Drivers Licence and the ability to travel between offices/work sites</li> </ul>

## Part E: Declaration

Declaration	
My position description has been explained in detail and I understand that this position description is an indication of the duties and responsibilities that I may be required to undertake. From time to time, I may be required to undertake other duties within my skills and experience. I hereby accept the accountabilities and authority as outlined.	
Employee	Name ..... Signature ..... Date:    /    /
Manager	Name ..... Signature ..... Date:    /    /