

policy & projects officer



- **Legal & social justice peak body – human rights focus**
- **Flexible hours an option**
- **Career making role - potential 2IC opportunity**

The National Association of Community Legal Centres (NACLC) is the peak national body for community legal centres (CLCs) across Australia. CLCs are NFP community based organisations that focus on legal service delivery to the disadvantaged.

NACLC works with its member State and Territory Associations to provide support and services to CLCs, conducts its own social justice projects and advocates and lobbies on behalf of the sector.

Reporting to the Executive Director, you will be responsible for research, analysis and the writing of submissions, reports and publications. You will liaise with funding bodies and key stakeholders, and liaise and work collaboratively with CLCs and a great range of other NGOs and where required, supervise and manage the work of consultants engaged for specific projects or tasks. You will also represent NACLC's position in public on occasions, for example at committee and inquiry hearings, and standing in for the Executive Director at various forums.

Your high-level research and analytical skills, combined with your excellent written communication skills and experience in writing submissions and reports and your ability to work flexibly with people from many backgrounds, will be vital to your success. Ideally you have project management experience, including planning, delivery, reporting and acquittal, and an understanding of government and community legal services.

If you want to ensure access to quality legal services for Australia's disadvantaged communities then phone Olivia Ryan on 02 8243 0570 or forward your CV to cv@ngorecruitment.com quoting reference #30516.



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