

# Recruitment pack

Education and Events Director

Part-time



Victoria **Law**  
Foundation

# Supporting better justice through research, education and grants

## **Diversity and inclusion**

We encourage people from all backgrounds, abilities, and identities to apply for our vacancies.

The Foundation is committed to a workforce that represents many different cultures, backgrounds and viewpoints. The more diversity we have in our team, the more perspectives we have, and the more bright ideas we can share and develop. We strive to foster a professional and inclusive environment where everyone is respected, valued and feels safe.

Aboriginal and Torres Strait Islander people are encouraged to apply.

The Foundation will employ appropriate, effective and flexible strategies to improve opportunities, and will make reasonable adjustments to policies, practices and requirements where necessary to provide equal opportunity.

We understand that balance between work and other parts of our lives is important, and we support flexible work across all our roles.

If you require assistance or support in applying for this role, please contact our team on 9604 8100 or email [contact@victorialawfoundation.org.au](mailto:contact@victorialawfoundation.org.au)

## Contents

---

1. Background information .....	4
2. About our Education function and team .....	8
3. About the role .....	10
Key responsibilities .....	11
Selection criteria .....	12
Benefits .....	13
Occupational health and safety (OHS).....	13
4. Recruitment process .....	14
How do I apply?.....	14
When do applications close? .....	14
Who do I contact for more information? .....	14

### **Acknowledgment of country**

We are proud to acknowledge the Traditional Custodians of country throughout Australia, and recognise their abiding connection to this land, its waterways and community.

The office of Victoria Law Foundation is on the traditional lands of the Wurundjeri people of the Kulin Nation. It is Victoria Law Foundation's privilege to pay respects their Elders, and to all the generations of Wurundjeri people who have nurtured this land for over 50,000 years and continue to do so today.

Victoria Law Foundation believe that acknowledging the past is an essential step in building a better, more equitable future. We recognise the impact of colonisation, its legacy of injustice and the marginalisation of the Wurundjeri and other Aboriginal and Torres Strait Islander peoples.

Victoria Law Foundation aims to break down the barriers to justice for all Victorians through our work in Research, Grants and Education. We are committed to making a sincere and positive contribution to a better justice system for all of us, especially those vulnerable, and in most need.

# 1. Background information

---

## 1.1 About us

The Victoria Law Foundation (**Foundation**) is an independent statutory body established in 1967 under the *Legal Profession Practice Act 1967* and now governed by the [Victoria Law Foundation Act 2009 \(Act\)](#).

The Act was amended in 2018 to include a new objects clause and updated functions as set out below:

### **4A Object of the Foundation**

*The object of the Foundation is to contribute to the development of a justice system that meets the legal and related needs of the Victorian community by improving knowledge and information about the Victorian justice system.*

### **5 Functions of the Foundation**

*The functions of the Foundation are—*

- (a) to conduct, commission and disseminate research on the justice system, especially in matters relating to access to justice, legal services and civil justice, including—
  - (i) collecting and analysing justice system data and information; and*
  - (ii) developing and applying measures to assess the effectiveness and efficiency of the justice system; and**
- (b) to promote and undertake education within Victoria to improve community understanding of the law and the justice system; and*
- (c) to educate the legal sector in matters relating to access to justice, including plain language education; and*
- (d) to make grants to organisations to fund projects and programs consistent with the functions or object of the Foundation; and*
- (e) to publish or subsidise the publication of material relating to, resulting from, or connected with carrying out the functions or object of the Foundation.*

## 1.2 Key function areas

We work in four areas: research, grants, education and events, and organisation as set out below.

These four functions are mutually supportive, and there is some overlap between them, for example Research staff support grant recipients. Organisation covers both Communications and Business Services, which work across all areas of the Victoria Law Foundation.

## Research

Changes to our legislation on 1 July 2018 triggered the build of a research unit. The research unit at the Foundation investigates the *legal and related needs of Victorians*, and over time, will make a significant contribution to improving access to justice.

Through data analysis and independent research, we look closely at which approaches in the justice system are working and which are not. Having a strong evidence base from which to make good decisions is critical to effective services and policy.

For more information regarding the  
**research function** [click here](#).



To access published **research reports** [click here](#).



## Grants

The Foundation offers three kinds of grants:

- Knowledge Grants  
Knowledge Grants support organisations to develop their capacity to collect data, analyse and share information about civil legal need.
- Community Grants  
Community Legal Grants support projects that improve understanding of civil legal issues and the Victorian justice system, where there is evidence of community need.
- Small Grants  
The Small Grants program supports projects that improve community understanding of the law and justice system, including Victorian Law Week events.

For more information regarding **grants** [click here](#).



## Education

The Education function is split into two core areas

- events and education programs for the public and the legal sector
- the [schools program](#).

## Events

The main focus is the delivery of community and legal sector-focussed events throughout the year including:

- [Legal Laneway Breakfast](#) (Early February)
- [Victorian Law Week](#) (May)
- [Law Oration](#) (August or date to suit speaker)
- [‘Law and You’ Community Forum](#) (October)
- [Better Information Webinars](#) (four times a year)
- [Plain language Workshops](#) (twice a year)

More information on the Victorian Law Week can be  
found on the website [www.lawweek.net.au](http://www.lawweek.net.au)



For more information regarding **events** be found on our [website](#) and in our [annual reports](#).



### **Schools program**

This delivers education programs for Victorian secondary school students to improve their understanding of the law and the legal system. Our program is directed to schools in low socio-economic parts of Melbourne and regional Victoria and is curated in consultation with legal and education experts to enliven students' studies within the curriculum, and improve their understanding of the legal issues that may affect them.

For more information regarding our **schools program** [click here](#)



### **Organisation**

The organisation function is split into two key areas

- Communications; and
- Business Services

### **Communications**

The Communications team supports the promotion of the organisation's activities using the Foundation's own channels and strategic stakeholder engagement.

### **Business Services team**

Business services are essential as they are a critical support to staff and facilitate the delivery of our core activities. The business services function comprises:

- finance management
- risk and compliance management
- human resources (**HR**) support
- information technology (**IT**) management
- records management
- executive support
- general administrative support.

## **1.3 Our Funding**

We receive annual funding from the [Victorian Legal Services Board Public Purpose Fund](#) with a small amount of additional income from investments and sponsorship.

With an operating budget of \$2.5 million, it is essential that the Foundation makes the most of its resources to deliver its programs. Choosing activities that do not duplicate other services is essential.

#### **1.4 Our Board**

The Foundation has eight board members appointed under section 7 of the Act. Current members of the [Foundation board](#) are:

- [The Honourable Justice Greg Garde AO RFD](#), Chair – nominee of the Chief Justice of Victoria
- Dr Gerry Bean – nominee of the Law Institute of Victoria
- Peter Caillard – nominee of the Victorian Bar
- Belinda Lo – nominee of the Federation of Community Legal Centres
- Stephen Roche – appointed by the Attorney-General of Victoria
- Melissa Castan – appointed by the Attorney-General of Victoria
- Rowan McRae – nominee of the Board of Victoria Legal Aid
- Her Honour Magistrate Thérèse McCarthy – nominee of the Courts Council.

#### **1.5 Our staff**

The Foundation has a [staff](#) of approximately 13 FTE with expertise across research, education, grant making and communications.

Staff are encouraged to share ideas and work collaboratively to achieve the best results. The Foundation is led by the Executive Director, [Lynne Haultain](#).

## 2. About our Education function and team

---

### 2.1 Education function

The Education team is led by the Education and Events Director and has two core focus areas:

- Events and
- the Schools program

#### Events program

Events and education programs for the community and the legal sector throughout the year are:

- [Legal Laneway Breakfast](#) (Early February)
- Victorian [Law Week](#) (May)
- [Law Oration](#) (August or date to suit speaker)
- The 'Law and You' Community Forum (October)
- [Plain language Workshops](#) (twice a year)
- [Better Information Webinars](#) (four times a year).

#### Victorian Law Week

Victorian Law Week is a state-wide community legal education initiative and the Foundation's primary community engagement activity.

The Education and Events Director is responsible for the successful delivery of all aspects of Victorian Law Week. This includes securing sponsorship and working with event organisers to build the program. Communications and marketing is managed by our Communications Manager, but you will collaborate closely.

#### Schools program

The Schools Program delivers education programs that engage Victorian secondary school students to improve their understanding of the law and the legal system. Our program is directed to schools in low socio-economic parts of Melbourne and regional Victoria and is curated in consultation with legal and education experts to enliven students' studies within the curriculum and improve their understanding of the legal issues that may affect them. Over the last two years, much of this activity has been online, and it is likely some aspects will remain virtual from 2022 onwards.

The Schools Program ordinarily comprises of the following events:

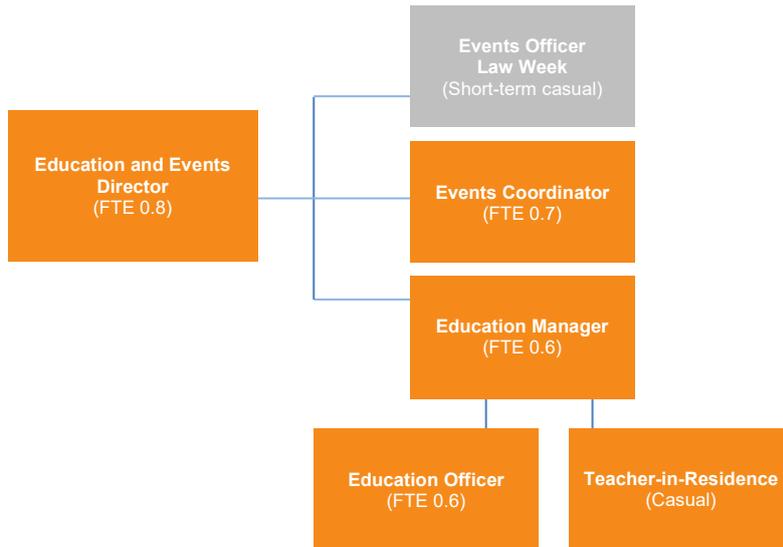
- [Metropolitan Law Talks](#)
- Regional [Law Talks](#) - intensive learning for regional students, held twice a year
- [Classroom Law Talks](#) - classroom or court-based discussions and presentations
- Education Forums (quarterly)
- [Headstart](#) - program to prepare students for Year 12 Legal Studies, held in regional Victoria
- Attendance at [Comview](#) – annual conference for VCE Commerce and Legal Studies teachers

*The Schools Program is managed by the Education Manager.*

#### Other

In addition, the Education and Events Director, with the assistance of the Education Manager, oversees the Foundation's internship program.

## 2.2 Education team



### 3. About the role

<b>Job title</b>	Education and Events Director
<b>Location</b>	Melbourne, Australia
<b>Reports to</b>	Executive Director
<b>Direct reports</b>	Education Manager (Schools) Events Coordinator Events Officer – Law Week (Short-term casual)
<b>Key relationships</b>	Executive Director Communications Manager Business and Finance Manager Grants Manager External stakeholders
<b>Contract type</b>	Part-time (0.8 FTE), ongoing
<b>Salary range</b>	\$100,000 pro-rata (plus 9.5% superannuation)

This role is key to the organisation's success and covers a portfolio of diverse activities - no day will be the same. As the Education and Events Director, you will be responsible for the successful delivery of the Foundation's events and education programs for the community and legal sector, including representing the organisation throughout this process. In addition, the Education and Events Director will oversee and provide strategic support for the schools' program run by the Education Manager.

This position description outlines the duties and responsibilities which will be reviewed on a regular basis with the successful applicant and are subject to change according to the needs and priorities of the Foundation.

***The role will suit:***

- A highly organised person with excellent administration and project management skills
- A people person with great interpersonal, written and verbal communication skills
- A person who takes initiative and anticipates what's needed to get the job done
- A great learner, who enjoys the challenge of being part of a dynamic and professional team.

## **Key responsibilities**

### **Management**

- Plan and execute strategic directions for the Education function, including Victorian Law Week
- Manage a small team
- Provide transparent management of the Education function to ensure all policies are adhered and risk is effectively managed
- Work closely with the Executive Director and the leadership team on the strategic direction and initiatives of the Foundation
- Secure funding and appropriate sponsorship opportunities for events, particularly Victorian Law Week
- Identify and pursue opportunities for Victorian Law Week partnerships
- Create, manage and monitor the budgets for community and legal sector-focussed education programs and events, and oversee the Schools' Program including budgets
- Evaluate the effectiveness of the Foundation's events to ensure they are meeting identified objectives, develop and implement changes as required
- Work with the Communications Manager on delivery of the communications strategy for the Foundation's events and education programs
- Develop and maintain strong relationships with external stakeholders, including partners, sponsors and suppliers
- Effectively manage online platforms used to deliver Foundation events

### **Programming**

- Plan, manage and coordinate the successful delivery of the Foundation's events and education programs throughout the year
- Develop and deliver the Victorian Law Week program

### **Staff and engagement**

- Actively build staff skills and knowledge
- Provide day-to-day guidance and feedback to team members in relation to their work, ideas and performance to ensure the effective delivery of the program
- Strong collaboration in the team and with all other staff.

### **Other duties as directed.**

This position description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis and are subject to change according to the needs and priorities of the Foundation.

## **Selection criteria**

### **Core skills**

- A demonstrated ability to develop and deliver a successful events program, including contingencies and COVID 19 planning where necessary
- Demonstrated high level project management skills, including the ability to create, develop and administer strict budgets and timelines
- Demonstrated ability to effectively manage a broad range of internal and external stakeholders, from the general public to high profile people
- Demonstrated capacity as a strategic contributor to a leadership team
- Experience in reporting effectively to management and board, and presenting when required
- Effective leadership of the team – developing staff for outstanding results
- Excellent communication and interpersonal skills and the ability to work well in a small team without direct supervision
- Demonstrated ability to effectively use online event production platforms such as Zoom, MS Teams and online event booking platforms, to deliver smooth and successful events
- Proficiency in MS Office including Word, Excel, PowerPoint and Outlook. A working knowledge of Adobe Creative Suite, Humanitix and MailChimp is desirable

### **Academic and other requirements**

- A tertiary qualification in a relevant field such as events, PR or communications, and/or substantial experience working in a similar role.
- The successful applicant will require a Working with Children Check.

### **Characteristics**

- Energetic and motivated, with a can-do attitude.
- Calm, diplomatic and flexible.
- Ability to motivate and grow staff to ensure that program goals are achieved.
- Ability to think strategically and clearly under pressure and to competing deadlines.
- Ability to develop transparent management systems.
- An understanding of the legal sector and an appreciation for the work and values of the Foundation.

## **Benefits**

- Secure permanent role – 0.8 or 4 days a week
- Part of a friendly inclusive team
- Flexible working hours
- Hybrid work model - mix of office-based and work from home available
- Gratis days over Christmas period
- Access to a free and confidential Employee Assistance Program
- Professional development opportunities
- Paid Parental Leave of 14 weeks after 12 months service.

## **Occupational health and safety (OHS)**

The Foundation is committed to providing and maintaining a safe working environment which poses no foreseen risk to the health of its employees, consistent with obligations under the *Occupational Health and Safety Act 2004 (Vic)*.

### *COVID-19*

Employees of Victoria Law Foundation are required to comply with any applicable directions of the Chief Health Officer, as well the Foundation's internal COVID-Safe plan.

This role has close and frequent interaction with many external stakeholders. You may be asked to disclose your COVID-19 vaccination status.

## 4. Recruitment process

---

The guidance below will help you to complete your application and understand the recruitment process.

You **must** apply for the position online, through the [Victorian Government Careers website](#).

Please note that in order to apply through the [Victorian Government Careers website](#) you will need to be registered for this service. When completing your registration, we only require you to complete the compulsory fields.

### How do I apply?

Applications **must** include the following documents:

1. **Curriculum vitae** – details of relevant roles and achievements as well as your education and professional qualifications. Please provide dates.
2. **Covering letter** – A covering letter that
  - summarises your interest in this role **and**
  - your response to the selection criteria under Core Skills + Academic qualifications, bearing the Characteristics in mind
3. **Referees** – we will not contact them before speaking with you.

### When do applications close?

Applications close at **11.59pm, Sunday 16 January 2022**

### About the selection process

Once you have submitted your application you will receive an email acknowledging receipt. After the closing date, applications will be short listed for interviews. We plan to interview within two weeks of the closing date.

Applicants who are not shortlisted will be notified by email; due to limited resources we are unable to provide feedback on applications.

Shortlisted applicants will be notified by phone to arrange an interview.

Interviewees will be notified by phone or email of the outcome of the interview process.

### Who do I contact for more information?

For information about the role, please contact  
Lynne Haultain  
Executive Director  
[lhaultain@victorialawfoundation.org.au](mailto:lhaultain@victorialawfoundation.org.au)