

WESTERN COMMUNITY LEGAL CENTRE LTD
Youth Law Program Manager – Position Description

Job Title	Program Manager Youth Law
General	
Vision	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
Purpose	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
Reports to	Director, Youth Law Program
Term	TBA
Scope	Manage a dedicated team of youth lawyers in the delivery of exceptional legal services to children and youth clients aged 10-25. The Program Manager will do this by overseeing day to day operations of our practice, providing casework supervision, mentoring and practice support to our lawyers. The Program Manager will also help develop the program through innovative ideas and partnerships to improve the legal as well as life outcomes of our clients, in line with the strategic direction of WEstjustice.
Key Responsibilities	
	<p>Practice Management</p> <ul style="list-style-type: none"> • Provide high quality legal supervision and technical expertise to lawyers/students in the youth team undertaking advice, casework, in court representation in the Children's and Magistrate's Court's and community legal education (CLE). • Manage the School Lawyer, Out Of Home Care Legal Clinics (OOHCLC) and In Custody Clinics in line with project plans and service deeds including rostering. • Ensure team complying with WEstjustice wide legal practice management policies & procedures and that workflow with administrative team is strong. • Working with the Youth Law Director and Criminal Law Program Manager and ensure team is complying with WEstjustice wide risk management policies & procedures. • Manage referral pathways internally and externally to other areas of WEstjustice and other relevant service providers. • Develop a training program for new team members induction • Work with the Youth Law Director and Criminal Law Program Manager to foster and develop positive team culture. <p>Program Management</p> <ul style="list-style-type: none"> • Contribute to internal WEstjustice practice groups, working groups and external networks and steering committees as relevant.

	<ul style="list-style-type: none"> • Work with the CEO, Youth Law Program Director, and Senior Management Team to ensure continuity of funding and contribute to the development and review of the WEstjustice Funding Strategy. • Support the implementation and review of the WEstjustice Strategy 2020-23, Impact Areas 2020-23 and Youth Law Program Strategy 2020-23. • Cultivate and build dynamic relationships with key stakeholders in line with WEstjustice’s youth law program strategic plan and impact areas. • Contribute to the monitoring and evaluations framework. • Other relevant work as directed.
Qualifications & Skills	
Key Selection Criteria	Mandatory <ul style="list-style-type: none"> • Unrestricted practicing certificate and substantial experience working with child and youth clients in relevant area of practice- e.g child protection, adolescent family violence, youth crime, youth education/employment law; youth debt/consumer law. • Demonstrated experience, as a subject matter expert. • Demonstrated leadership and management skills, including: <ul style="list-style-type: none"> ○ Experience leading a team, including management/coordination and supervision of staff (senior and junior lawyers, volunteer, student). ○ Ability to handle and resolve challenging situations or issues. ○ Aptitude to make reasoned, strategic decisions in a collaborative manner, including juggling competing priorities in a busy workplace. ○ Capability to work autonomously with limited direction from management. • Demonstrated understanding of high-quality legal practice management including compliance with NALC Risk Management Guide and the implementation of best practice guidelines. • Ability to coordinate and supervise the work of volunteers and students. • Demonstrated ability to work strategically and collaboratively to build strong stakeholder relationships and partnerships across sectors, to assist our clients. • Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of law and the issues faced by vulnerable and/or disadvantaged communities and the ability to lead WEstjustice’s systemic impact work. • Highly developed ability to listen to, engage with child and youth clients. • Excellent organisation, communication and administrative skills. • Demonstrated understanding of and commitment to WEstjustice’s Vision, Purpose, Strategic Plan and Impact Areas.

WEstjustice

	<p>Desirable</p> <ul style="list-style-type: none">• Prior experience in writing successful grant applications and / or securing project funding and / or developing and managing budgets.• Prior experience in a project management role and / or strong project management skills and experience.• Demonstrated ability to lead and mentor staff in systemic impact work.
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Last Reviewed: 3 December 2020