



**WESTERN COMMUNITY LEGAL CENTRE LTD**

**Director, Youth**

**Position Description**

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| <b>Job Title</b>            | Director, Youth  |
| <b>Purpose</b>              | <p>Lead a dedicated team of lawyers and other staff to provide exceptional service delivery to vulnerable young people along with systemic impact, law reform and advocacy.</p> <p>Support a team of lawyers by providing training and developing innovative ideas and partnerships to improve the lives of vulnerable youth, in line with the strategic direction of WEstjustice.</p> <p>Work within a cohesive high performing senior management team to ensure that Westjustice achieves its purpose, vision and strategic priorities.</p>  |
| <b>Reports to</b>           | Chief Executive Officer  |
| <b>Scope</b>                | The Policy Director (Youth) is part of the WEstjustice senior management team. They are responsible for leading our innovative youth team to provide access to justice to young people whilst also addressing the underlying causes and effects of disadvantage and systemic reform.   |
| <b>Key Responsibilities</b> | <ul style="list-style-type: none"><li>• Maintain and develop innovative programs that seek to address the paradigm of disadvantage and unmet legal need for young people through youth centred services, programs and reform agendas.</li><li>• Continue to evolve strategic multidisciplinary partnerships at accessible and 'in situ' locations.</li><li>• Lead the development and maintenance of a monitoring and evaluation framework.</li><li>• Oversee risk management across the Youth Law Program and contribute to management of risk across the organisation.</li><li>• Maintain and review compliance with all relevant laws and standard of practice.</li><li>• Maintain and review our best practice model and endure that work performed by the Youth Law Program team is of a sufficient standard and quality.</li><li>• Supervise and manage the performance of the Program Managers – line manager and ensure that they are suitably qualified and equipped to manage their teams.</li><li>• Manage the Youth Law Program budget and financials to ensure that the program is well funded, and priorities are met.</li><li>• Oversee all programs within the Youth Law Program and integration across the organisation.</li><li>• Manage stakeholder relationships and relevant steering committees.</li></ul> |

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|                                      | <ul style="list-style-type: none"> <li>• Work with the CEO and senior management team to ensure continuity of funding and contribute to the development and review of the Westjustice Funding Strategy.</li> <li>• Assist with the implementation of the Westjustice Strategic Plan 2020-25 and the Youth Law Program Strategy.</li> <li>• Oversee the performance of the people within the Youth Law Program team ensuring that workplans are developed and met.</li> <li>• Monitor and develop overall satisfaction, engagement and wellbeing of staff within the Youth Law Program.</li> <li>• Collaborate with the senior management team to ensure that there is cohesion across the organisation and a positive workplace culture.</li> </ul>   |
| <p><b>Key Selection Criteria</b></p> | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Law degree and extensive (minimum of 7 years) relevant experience and theoretical knowledge.</li> <li>• Extensive experience in criminal law practice.</li> <li>• Relevant experience working with young people.</li> <li>• Demonstrated experience (minimum of 3 years) in a leadership role, and substantial experience in a policy development or influencing role including: <ul style="list-style-type: none"> <li>○ experience leading a team or impact area, including management and supervision of program managers, senior and junior staff; and</li> <li>○ ability to handle and resolve challenging situations or issues and / or</li> <li>○ an ability to make reasoned, strategic decisions in a collaborative manner, including about competing priorities in a busy workplace;</li> <li>○ ability to work autonomously with limited direction from the CEO.</li> </ul> </li> <li>• Ability to set and deliver work outcomes.</li> <li>• High level of organisational awareness and understanding of political processes.</li> <li>• Demonstrated ability to work collaboratively and confidently to engage with a diverse range of stakeholders and to build strong partnerships.</li> <li>• Strong commitment to social justice and community engagement, including a demonstrated understanding of the social context of law and the issues faced by vulnerable and/or disadvantaged communities.</li> <li>• Highly developed ability to engage with, communicate with and assist vulnerable and/or disadvantaged clients.</li> <li>• Sound time management skills and ability to deal with competing priorities under pressure.</li> <li>• Demonstrated experience in specialist writing, editing and communication skills.</li> <li>• Excellent organisation and communication skills.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Prior experience in securing project funding and developing and managing budgets, or ability to demonstrate a capacity.</li> <li>• Exceptional analytical and conceptual thinking skills with an ability to analyse the causes of legal issues and to think flexibly, Innovatively and “outside the square”.</li> <li>• Accredited specialisation in criminal law.</li> </ul> |