

Job Title	Program Manager, Women and Gender Diverse People's Rights
General	
Vision	Fairness, Safety and Justice for Melbourne's West.
Purpose	We deliver targeted services and drive meaningful change.
Reports to	Legal Director, Women and Gender Diverse People's Rights Program
Term	12-month maximum term
Scope	This role is responsible for providing legal assistance services, legal supervision, program management and team management in the WGDPR Program.
Key Responsibilities	
	<ol style="list-style-type: none"> 1. Assist to develop and maintain innovative programs that seek to address the paradigm of disadvantage and unmet legal need through client centred services, programs and reform agendas. 2. Assist and support the Legal Director manage a team of legal and non-legal staff, including by providing: <ul style="list-style-type: none"> • High quality legal services, case strategy and subject matter expertise support • Management of staff including WIP supervision, mentoring, performance reviews, leave approval and overall wellbeing • Strategic and solutions-based input and advice on a range of operational and practice management matters, including assisting with team resourcing, budgets, procedures and work practices. 3. Provide oversight as the Nominated Person with delegated authority from the Legal Director including for legal supervision and sign off for legal advices, casework, reviewing closed files, and working with the Legal Director to review operational practice and identifying trends and issues arising. 4. Maintain a small caseload with strategic impact and provide representation in relevant Courts (as required) 5. Lead and manage projects and coordinate legal services, including developing and implementing monitoring and evaluation frameworks with appropriate methodologies, maintaining project data and ensuring reporting requirements are met 6. Co-ordinate and deliver community legal education, information and outreach services 7. Lead policy/systemic impact work, including proactively identifying law reform or policy issues and opportunities to make submissions. 8. Remain informed on contemporary developments in the law and identify opportunities for practice management improvements arising, including updating templates, precedents and guides as required. 9. Develop and maintain effective key stakeholder relationships across the WGDPR Program and broader organisation and represent the WGDPR Program at external networks, working groups and steering committees 10. Comply with all relevant laws and standards, including Westjustice policies, procedures, risk management processes and best practice guidelines 11. Contribute to Westjustice and WGDPR processes and systems, practice groups, and internal working groups to ensure we are running an effective legal practice.

	<p>12. Support the Legal Director, WGDPR and Senior Leadership Team to ensure that there is cohesion across the organisation and a positive workplace culture.</p> <p>13. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups</p> <p>14. Contribute to the 2024-2027 Westjustice Strategy and Impact Areas.</p> <p>15. Other relevant work as directed from time to time.</p>
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none"> 1. Significant legal practice experience and subject matter expertise in family law, family violence, and/or child protection 2. Demonstrated understanding of high-quality legal practice management, including legal operations and risk management. 3. Technical legal and management skills, including: <ul style="list-style-type: none"> o experience in complex advocacy, casework and litigation; o experience supervising and mentoring legal staff; o the ability to handle and resolve challenging situations or issues; o aptitude to make reasoned, strategic decisions in a collaborative manner, including about competing priorities in a busy workplace; o capability to work autonomously with limited direction from management. 4. Demonstrated ability to develop and coordinate systemic impact work such as drafting policy or law reform submissions, legal projects and programs with strategic impact 5. Ability to think and act strategically and with high integrity to meet clients and practice management needs 6. Ability to work autonomously, take initiative to progress program priorities including legal supervision, team management, project work, grant applications, funding proposals, program budgets and make sound judgements, with limited direction of the Legal Director. 7. Excellent written and oral communication skills and highly developed organisational and administration skills. 8. Ability to work effectively with clients, colleagues, relevant agencies and stakeholders 9. Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of law and the issues faced by communities experiencing vulnerability and/or disadvantage 10. Highly developed ability to listen to, engage with and assist clients experiencing vulnerability and/or disadvantaged. <p>Desirable</p> <ol style="list-style-type: none"> 11. An ability to oversee and supervise casework in our emerging areas of practice: <ul style="list-style-type: none"> o Child Protection (highly desirable) o Criminal law o Victims of crime 12. An aptitude for strategic litigation, advocacy in court and law reform initiatives 13. Community legal education or equivalent experience including experience preparing and delivering high quality, effective presentations or training 14. Legal operations and practice management skills and experience, including evidence of implementing new technology, processes, strategies or business practices 15. Understanding of monitoring and evaluation methodologies
Mandatory qualifications	A law degree and an unrestricted Practising Certificate which entitles you to practise law in Victoria (or be eligible for an unrestricted Practising Certificate).

<p>Other relevant information</p>	<ol style="list-style-type: none"> 1. The successful applicant will be employed under the Victorian Community Legal Centres Multi Enterprise Agreement 2024-2027 with a probationary period of six months. 2. To be eligible for this position you must have current rights to work in Australia (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa). 3. You will be required to apply for and hold a current Working With Children Check. If you don't have one of these already you will be reimbursed for this cost. 4. We are committed to removing barriers to employment for those with lived experience of the justice system, whilst we ask that all employees undertake a National Police check having a criminal conviction will not directly exclude you from gaining employment with us. 5. Your primary work location will be the Westjustice Sunshine Office. You will also engage in family violence legal services at the Sunshine Magistrates Court and/or Werribee Magistrates on a rostered basis. You may also need to work from other Westjustice offices (Werribee or Sunshine Visy Hug) or other outreach locations as directed. 6. You will be required to travel independently to, and work from, other metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time. 7. Westjustice supports flexible work arrangements and has a policy which allows for hybrid work from home and office, in agreement with direct line manager. Westjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. 8. Westjustice is committed to being a culturally safe, responsive and respectful organisation. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey. You can view our RAP at https://www.Westjustice.org.au/about-us
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