



Suite 5  
16-22 Cooper Street  
Surry Hills NSW 2010

PO Box 587  
Woollahra NSW 1350

Ph: (02) 9304 0373  
Email: [info@justice.org.au](mailto:info@justice.org.au)  
[www.justice.org.au](http://www.justice.org.au)

## **JOB DESCRIPTION OFFICE MANAGER**

### **JOB ON OFFER**

Office Manager

32 hours a week

Office is a short walk from Central Station in Sydney

FBT package plus Super

### **ABOUT THE NATIONAL JUSTICE PROJECT**

The National Justice Project is a not-for-profit legal service. We strategically use the law to fight systemic discrimination and we advance human rights by representing and giving voice to marginalised people who would otherwise be unable to retain representation. We fiercely advocate for the development of law and a justice system which is fair, just and equitable, taking on the most challenging cases that will advance human rights.

We primarily represent First Nations people and asylum seekers/refugees who have been denied access to health care or discriminated against when accessing health care. We also act for people in detention and in discrimination matters and at inquests.

We have a busy and happy workplace, relying on all team members working together to succeed. We are a small team of both legal and non-legal staff who all work flexibly and cooperatively to achieve great outcomes for our clients and meaningful strategic outcomes in Australia's legal landscape. In a few short years we have run cases and inquests that have set important legal precedents, changed government practices and have had a significant impact in the lives of our clients, including:

- demonstrating that Aboriginal people face racism in accessing health care and that can have fatal consequences through an inquest;
- preventing the Minister for Home Affairs from confiscating mobile phones from people in immigration detention; and
- establishing the successful legal strategy to force the Minister to bring all children to Australia from offshore detention.

We are currently recruiting an Office Manager who will be a key member of the team, ensuring our office runs smoothly and efficiently and we can maximise the impact of our work. If you are an experienced Office Manager with a commitment to social justice, we would love to welcome you to our team.

## **KEY RESPONSIBILITIES**

### PERSONAL RESPONSIBILITIES, INCLUDING BUT NOT LIMITED TO:

- Undertaking your work and other activities with integrity and the National Justice Project's values and ensuring a people-first approach across our staff, volunteers and clients;
- Supporting team cohesion in a flexible and collegial manner;
- Protecting and enhancing the reputation of the organisation; and
- Executing tasks that may be communicated to you to a high standard.

### ASSISTING THE CEO:

- Managing the CEO's diary;
- Taking minutes at meetings with the CEO;
- Assisting to maintain and develop relationships with partner organisations such as universities, advocacy organisations, donors, supporters and other law firms;
- Efficiently managing and liaise with all media enquires;
- Undertaking other reasonable tasks from the CEO in a timely and professional manner.

### ASSISTING THE CEO & COMPANY SECRETARY:

- Assisting the CEO and Company Secretary to prepare reports including for the board and compliance reporting;

### OFFICE MANAGEMENT:

- Reception duties including answering phones, receiving clients and making them comfortable;
- Managing office supplies;
- Opening and filing incoming mail and organising outgoing mail;
- Assisting the Volunteer Manager with volunteer recruitment and management;
- Maintaining and developing systems to ensure appropriate administrative supplies for office to function efficiently;
- Providing administrative support to the legal, fundraising and projects team including by preparing agendas and taking minutes for meetings;
- Managing office space and first point of call for IT problems;
- Responding to and directing public inquiries;
- Completing other tasks that the Legal Practice Manager or General Manager may request from time to time.

NB: This position will involve tasks with both the National Justice Project and our commercial sister firm, as both entities share human and material resources. Your work is expected to be predominantly focused on supporting the National Justice Project but from time to time at the request of our CEO or other staff you may be allocated to assist our sister firm.

## **SELECTION CRITERIA**

We recognise that the Office Manager will be a vital member of our team, ensuring our office runs smoothly so that our legal, projects and fundraising teams are able to operate as effectively and efficiently as possible.

#### PERSONAL QUALITIES:

- Committed to the aims and values of the National Justice Project;
- Friendly, open and flexible attitude;
- Thrives in a fast-paced environment where no two days are ever the same;
- Comfortable working in an environment where distressing subject matter is sometimes discussed and worked on, and where clients are often coming from a background of trauma;
- Comfortable dealing with inquiries from clients and potential clients with complex needs;
- Assertive when needed whilst always ensuring the National Justice Project's reputation is protected.

#### EXPERIENCE/SKILLS REQUIRED:

- Experience in a busy legal office or similar;
- Excellent organisational, administrative and time-management skills;
- Experience with reporting, including board reporting and similar;
- Attention to detail and high-level verbal and written language skills;
- Experience in working in an organisation with clients with complex needs and backgrounds of trauma will be highly regarded.

#### KEY CONTACTS

National Justice Project is a small and close-knit team, which relies on all staff members approaching their role in a friendly and flexible manner to achieve successful legal outcomes.

You will report to the CEO, the General Manager and the Legal Practice Manager.

#### ON OFFER

As a charity the National Justice Project is reliant on donors for the majority of our operating costs. As such we are able to offer the successful applicant a 6-month fixed term casual contract with the possibility of extension, subject to funding (with a three-month probationary period).

#### APPLICATION

If you are keen to fight systemic discrimination and advance human rights and work with a dedicated, highly motivated and passionate team, please forward your CV and a brief covering letter indicating your suitability to [naomil@justice.org.au](mailto:naomil@justice.org.au).

Applications close at 5pm on Monday 13 July.

First Nations people and people from Culturally and Linguistically Diverse backgrounds are encouraged to apply.