

SELECTION CRITERIA: COORDINATOR

This is a permanent full time (35 hours/ week) position.

All applications must address the following selection criteria:

ESSENTIAL:

1. Demonstrated management experience, including management in a community organisation.
2. Demonstrated highly developed conceptual, analytical and problem solving skills with experience in:
 - a) Strategic planning and the achievement of organisational goals
 - b) Working positively with funding bodies, including negotiation skills.
3. Demonstrated evidence of being able to manage people (e.g. staff employment and supervision functions) in an empowering and supportive way, including a commitment to consultative decision-making.
4. Demonstrated high level written and oral communication skills.
5. Demonstrated project management skills.
6. Demonstrated experience in the development of organisational policy documents.
7. Demonstrated commitment to social justice issues and an understanding of the philosophy of community legal centres.

DESIRABLE:

8. Current driver's licence and access to a comprehensively insured motor vehicle.

Applications:

Applications addressing the selection criteria should be addressed to:

**The Chairperson
Illawarra Legal Centre
PO Box 139
Warrawong 2502**