

## **Afghan Response Coordinator (lawyer)**

### **Recruitment package**

#### **1. ABOUT RAILS**

The Refugee and Immigration Legal Service (RAILS) is a Community Legal Centre (CLC) based in West End, Brisbane. For over 40 years, RAILS has provided free legal assistance and education in immigration and refugee law. RAILS is the only CLC in Queensland that specialises in this area of law. RAILS provides services throughout the State.

RAILS works predominantly with people who have experienced domestic violence, people who have applied or need to apply for refugee visas in Australia after fleeing violence in their home countries and with refugees who are sponsoring their family members, often displaced and fleeing situations of danger, to reunite with them in Australia.

RAILS staff are expected to work professionally and as a team, and to demonstrate the flexibility often required by a community organisation. Staff members are responsible to each other, the Executive Director and the Management Committee.

RAILS is a member of Community Legal Centres Australia and is registered as a Charity with the Australian Charities and Not-for Profit Commission.

#### **2. ABOUT THE POSITION**

<b>Job Title:</b>	Afghan Response Coordinator
<b>Hours:</b>	38 hours per week
<b>Salary:</b>	Level 6 Social Community, Home Care and Disability Services (SCHCADS) Award plus superannuation (pro-rata)  Salary sacrifice is available as RAILS has PBI status
<b>Responsible to:</b>	Executive Director / Principal Solicitor
<b>Direct Reports:</b>	Lawyers, paralegals and volunteers within Afghan response team.

#### **3. POSITION DESCRIPTION**

Significant immigration legal needs have arisen from the crisis in Afghanistan. RAILS has been working closely with the community and stakeholders to deliver a response. This newly created position will design, monitor and coordinate our response to the Afghan crisis. This response includes:

- a pro bono clinic to assist in the lodgment of offshore humanitarian visa applications for those still offshore (current),
- advice, discrete assistance and representation in relation to immediate family visa applications (partner, finance, orphan relative, child) sponsored by members of the Queensland Afghan community (current), and
- representation for evacuees lodging applications for permanent visas here in Australia (upcoming).

The position will also be responsible for liaising and coordinating with stakeholders and pro bono partners. The position will directly undertake legal work and supervise the legal work of the Afghan response team. The position may also coordinate education responses such as information sessions and fact sheets.

The position will supervise a team of lawyers and paralegals and be supported by the Principal Solicitor/Executive Director.

#### **4. SELECTION CRITERIA**

1. *Authorised to practice as a solicitor in Queensland or ability to immediately gain registration.*
2. *Ability to lead, coordinate, design and monitor a dynamic legal service delivery program to respond to the legal needs arising from the Afghan crisis.*
3. *In-depth (or ability to acquire) knowledge of immigration law and practice, including offshore humanitarian visa applications and family stream visa applications.*
4. *Demonstrated ability to manage, supervise and mentor legal staff including solicitors and paralegals.*
5. *Demonstrated ability to liaise effectively with stakeholders.*
6. *Demonstrated ability to liaise effectively with pro bono partners and design and monitor pro bono clinics.*
7. *Understanding of issues facing culturally diverse communities and ability to work and communicate effectively with people from diverse cultural backgrounds particularly the Afghan community.*
8. *Ability to advocate effectively on behalf of clients.*
9. *Ability to work efficiently and effectively including to deal with large caseloads through utilising databases and spreadsheets.*
10. *Demonstrated commitment to human rights and social justice.*

## **5. DIVERSITY AND INCLUSION**

RAILS is committed to being a culturally safe and inclusive organisation and has policies in place to create and maintain appropriate work practices and a respectful work environment. Aboriginal and Torres Strait Islander people and otherwise culturally and linguistically diverse people (including members of the Afghan community) are encouraged to apply for this role.

Please let us know if you would like us to share our Cultural Safety for Aboriginal and Torres Strait Islander People Policy with you before applying for this role by emailing [kylie.mcgrath@rails.org.au](mailto:kylie.mcgrath@rails.org.au).

If you are Aboriginal and/or Torres Strait Islander or otherwise culturally and linguistically diverse and would like to speak to us about the role requirements and your application before applying, please email [kylie.mcgrath@rails.org.au](mailto:kylie.mcgrath@rails.org.au).

This recruitment process is strictly confidential and information about your application will not be shared with anyone outside of the organisation.

## **6. APPLICATION PROCESS**

To apply for this role, please provide the below documents by email to [kylie.mcgrath@rails.org.au](mailto:kylie.mcgrath@rails.org.au) with title CONFIDENTIAL: Afghan Response Coordinator:

- Cover letter (optional)
- Statement against selection criteria (no more than 5 pages in total for this statement)
- Your resume (CV)

Applications for this role will close at 5pm on Monday, 13<sup>th</sup> December. Interviews for this role will take place from the 14<sup>th</sup> to the 17<sup>th</sup> of December.