



RAILS

Refugee and Immigration
Legal Service

(07) 3846 9300 | (07) 3844 3073
admin@rails.org.au | www.rails.org.au

Level 1, 170 Boundary Street, West End Q 4101
PO Box 5143, West End Q 4101

ABN 69 697 546 949

AFGHAN RESPONSE LAWYER

Recruitment package

I. 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

Job Title:	Afghan Response Lawyer
Hours:	38 hours per week (negotiable)
Salary:	Level 5 Social Community, Home Care and Disability Services (SCHCADS) Award plus superannuation (pro-rata) Salary sacrifice is available as RAILS has PBI status
Responsible to:	Afghan Response Coordinator (lawyer)
Direct Reports:	n/a

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 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).

This newly created position will provide legal advices, tasks, representation as well as supervise pro bono clinics as part of that response and will likely focus on assisting evacuees. Multiple positions, part time and flexible options are available.

4. SELECTION CRITERIA

1. *Authorised to practice as a solicitor in Queensland or ability to immediately gain registration.*
2. In-depth (or ability to acquire) knowledge of immigration law and practice, including *offshore humanitarian visa applications and family stream visa applications.*
3. Ability to advocate effectively on behalf of clients.
4. Ability to work within the casework guidelines of RAILS and to deal with large caseloads.
5. Ability to supervise volunteers and students including pro-bono legal clinics.
6. Ability to work efficiently and as an effective team member and utilise client databases and digital record keeping systems.
7. Understanding of issues facing culturally diverse communities and ability to work and communicate effectively with people from diverse cultural backgrounds.
8. Demonstrated commitment to, and understanding of, the principles social justice and the role of a community legal centre within a social justice framework, including RAILS philosophy.

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.

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.

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 with title CONFIDENTIAL: Afghan Response Lawyer:

- 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, 13th December. Interviews for this role will take place from the 14th to the 17th of December.