

Recruitment Pack

Learning Designer

Part-time Fixed Term



Victoria**Law**
Foundation

Supporting better justice through
research, education and grants

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Diversity and inclusion

We encourage people from all backgrounds, abilities, and identities to apply for our vacancies.

The VLF is committed to a workforce that represents many different cultures, backgrounds and viewpoints. The more diversity we have in our team, the more perspectives we have, and the more bright ideas we can share and develop. We strive to foster a professional and inclusive environment where everyone is respected, valued and feels safe.

Aboriginal and Torres Strait Islander people are encouraged to apply.

The VLF will employ appropriate, effective and flexible strategies to improve opportunities, and will make reasonable adjustments to policies, practices and requirements where necessary to provide equal opportunity.

We understand that balance between work and other parts of our lives is important, and we support flexible work across all our roles.

If you require support in applying for this role, please contact the Victoria Law Foundation on 9604 8103 or email hr@victorialawfoundation.org.au

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1 The Victoria Law Foundation

The Victoria Law Foundation (**VLF**) was established in 1967 and is a statutory entity under the [Victoria Law Foundation Act 2009](#) (VLF Act).

VLF is led by the Executive Director, Lynne Haultain, and a Board representing the diversity of the justice sector led by The Honourable Justice Greg Garde AO RFD.

We are a small team of 25 staff, with expertise across research, education and events, grant making, business services and engagement and communications. Our functions are focused on capability – supporting the justice sector to engage effectively with the community they serve, and to build understanding and confidence in our legal system, particularly in civil law. All aspects of our work are informed by evidence and mutually supportive. Staff are encouraged to share ideas and work closely together to achieve the greatest impact.

Our staff love working with us! We have a great culture, low staff turnover and for the past five years our annual staff surveys have shown high satisfaction rates.

Funding

We receive annual funding from the [Victorian Legal Services Board Public Purpose Fund](#) with a small amount of additional income from investments and sponsorship.

With an operating budget of just over \$4 million, it is essential that VLF makes the most of our resources to deliver effective and targeted programs.

2 About our Education and Events function

The priority in the [VLF Strategy 2025-2027](#) is to build legal capability across the Victorian community. This means supporting Victorians to understand their law and navigate systems which can help them resolve civil legal problems. We aim is to provide a program that is accessible and impactful to help improve legal capability for all Victorians. Our focus is on educating the public about the legal system, providing access to information for students and delivering events for both the legal sector and wider Victorian community.

The data and evidence generated through our research is the cornerstone for all our work and shapes our education and events program. The VLF's Public Understanding of Law Survey (PULS) provided ground-breaking insights into how Victorians understand, experience, and navigate the law. It highlighted that:

- Civil legal problems are common and consequential, often linked to disadvantage.
- Legal capability (knowledge, skills, confidence, and attitudes) strongly influences whether people achieve fair outcomes.

Young people were found to have:

- low general legal knowledge
- low legal confidence
- gaps in digital legal capability
- higher trust in law and lawyers compared with older cohorts.

Building on these findings and consistent with VLF's statutory objective to conduct and disseminate research on access to justice, we are now launching YPULS, a youth-focused survey of 15–18-year-olds in Victorian secondary schools. This will provide the first state-wide evidence base on how young people engage with law and justice.

Young people have been identified as a priority group for three reasons:

- **Critical life stage:** Adolescence is when many individuals first encounter legal issues (such as employment rights, tenancy, policing, or digital safety) yet research shows they often lack the knowledge and confidence to navigate these experiences.
- **Prevention and capability building:** Early intervention and legal education at this stage can build lifelong legal capability, reduce future disadvantage and strengthen civic participation.

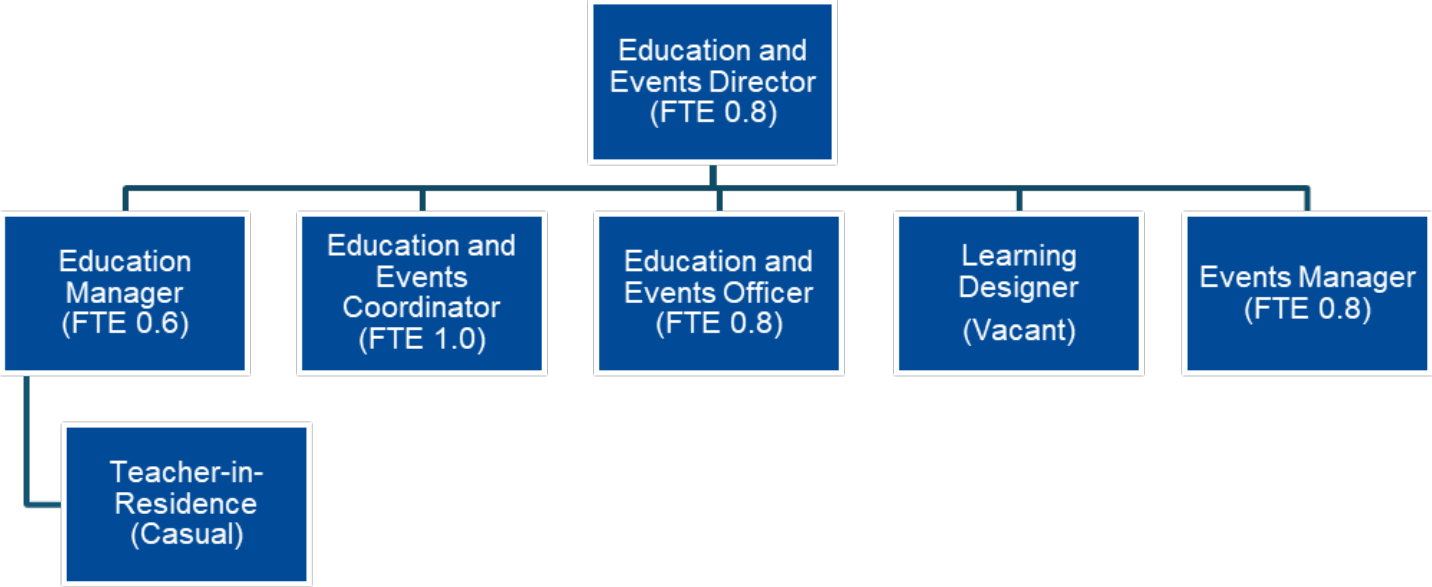
- **Policy relevance and timing:** Governments, schools, and justice agencies are currently seeking stronger evidence on youth engagement, with the Victorian Government prioritising youth justice reform and the Department of Education embedding civics and citizenship capability in the curriculum. YPULS responds directly to this gap and provides a timely contribution to public policy and community outcomes.

YPULS will be designed to:

- **Equity for young people:** Ensure young people's voices are heard in justice system reform, recognising unequal access to justice across socio-economic, cultural, and geographic groups.
- **Community and sector impact:** Provide insights that support the education sector, youth organisations, and legal service providers to design evidence-based interventions.
- **Justice outcomes:** Strengthen long-term access to justice by building the evidence base needed to inform government policy, aligned with OECD and Department of Justice priorities.
- **Youth legal education:** Build foundational legal knowledge among young people and inform the next phase of VLF's education mandate, ensuring our programs reflect lived experience and identified gaps.

To ensure our research insights are translated into accessible, engaging, and inclusive content, we are expanding our capability in learning design. The **Learning Designer** will work closely across strategy and engagement and education and events to design content that is visually impactful and user-friendly, helping us connect meaningfully with diverse audiences and improve legal capability across Victoria.

Team Structure



3 About the role

Job title	Learning Designer
Location	Melbourne, Australia (some travel may be required)
Reports to	Education & Events Director
Direct reports	NA
Key relationships	Education and Events team Strategy and Engagement team Staff team External stakeholders
Contract type	Part-time fixed term, two-year contract (0.6 FTE)
Salary range	\$107,000 pro rata + superannuation

Purpose

Reporting to the Education and Events Director, the Learning Designer is responsible for designing new, accessible, digital learning materials for young people. This role will work with internal teams, external suppliers and subject matter experts to scope, develop and deliver materials that are consistent with organisational priorities.

The Learning Designer will be:

- passionate about creating effective and engaging learning experiences that enhance access to justice for young people.
- energised by the opportunity to review and improve the presentation of the VLF's publication, the [Victorian Legal System booklet](#) to improve the user experience, and content accessibility.
- excited to collaborate with the VLF Research, Strategy and Engagement and Education and Events teams to shape and deliver YPULS — a new initiative exploring how young people (15–18) engage with law and justice, recognising that stronger legal capability supports lifelong wellbeing.
- highly motivated and committed to excellence.
- flexible and adaptable as priorities change.
- analytical with the ability to develop creative solutions.
- dedicated to building the VLF's internal digital learning capability.

Key responsibilities

- Design and develop effective and accessible interactive content working with internal teams, external suppliers and subject matter experts.
- Create instructional content, including user/troubleshooting guides and video content.
- Collaborate closely on the design of digital surveys and assessments for YPULS.
- Storyboard and incorporate digital designs, illustrations and animation into learning resources.
- Provide professional development for internal teams on visual learning design theory and techniques and enhance digital skills in emerging technologies.
- All other tasks and duties as directed.

Key performance indicators

After 12 months in the role the successful applicant will have:

- Collaborated with the VLF Research, Strategy and Engagement and Education and Events teams to shape and deliver YPULS.
- Improved the design and delivery of the Victorian Legal System Booklet.
- Work with the Education and Events team to update the full suite of VLF educational content.
- Strengthened the VLF Education and Events team's capability to deliver accessible digital learning for young people.

Benefits

As a member of the team, you'll have access to:

- Hybrid work – mix of office-based and work from home
- Flexible working hours
- Gratis days over the Christmas period
- Annual reading week for professional development
- Free and confidential Employee Assistance Program and a strong program of organisational development
- Personal professional development opportunities
- Paid Parental Leave of 14 weeks after 12 months service
- Salary packaging options.

4 Selection criteria

Key Selection Criteria

- Proven experience in instructional design and digital learning design (ideally in a university, high school or TAFE context).
- Expert proficiency in software skills including Microsoft Office, Adobe Suite (Illustrator), Articulate 360, Storyline/Rise, Canva.
- Experience with the administration of online learning platforms.
- Experience with animation and video editing.
- A strong understanding of learning innovation, including incorporating illustrations into resources.
- Demonstrated excellent communication skills through effective collaboration with internal teams, external suppliers, and subject matter experts.

5 Recruitment process

Apply for this position online, through the [Victorian Government Careers website](#). If you are applying through another job board (e.g., Seek), you will be redirected to this website.

The Victorian Government Careers website requires you to be registered to apply. When completing your registration, we only require you to complete the compulsory fields.

How do I apply?

Please include the following documents:

1. **CV / resume:**
 - outline your relevant qualifications and/or experience. Please provide dates.
2. **Cover letter including addressing Key Selection Criteria (KSC)**
 - outline why you are interested in working at the VLF, and
 - respond to the KSC in Section 4 (p. 10 of this Recruitment Pack). Please keep your responses brief – 150-200 words per KSC.
3. **Portfolio of work**
 - showcase your ability to design engaging and effective digital learning experiences by providing us with examples of your previous work.

**Applications close midnight Australian Eastern Standard time,
Sunday 5th October 2025**

About the selection process

After the closing date, applicants will be shortlisted for interview. We plan to interview within 2-3 weeks of the closing date.

Shortlisted applicants will be notified by phone to arrange an interview.

Applicants who are not shortlisted will be notified by email of their application status.

Who do I contact for more information or technical support?

Hannah Dart, HR Advisor

HR@victorialawfoundation.org.au

03 9604 8123

6 Our work

The VLF supports better justice for all Victorians through 3 additional functions: research, education and grants. Below is further information on our work across these functions.

Research

The [Research function](#) supports the VLF's vision:

A fair, equitable and accessible justice for all Victorians

Our research focus is described in the VLF Act as investigating the *legal and related needs of Victorians ... through research on the justice system, especially in matters relating to access to justice, legal services and civil justice*. We recognise access to justice as a core element of a functional democracy.

Through data analysis and independent research, we look closely at how people experience and understand the justice system; what is working to support Victorians to access justice and effectively and fairly resolve legal matters; and how the component parts of the system interact. The strong evidence base we build and present is a critical contribution to effective justice services and policy.

For more information on the
research function [click here](#).



To access published **research reports** [click here](#).



Under the [VLF Strategy 2025-2027](#) the priority is to build legal capability. VLF seeks to improve access to justice for Victorians by building understanding of legal need and capability. Research is a major contributor – it is the platform on which we build all our other activities. We are deeply committed to rigour and transparency in all our research, and ensuring the integrity, quality and usefulness of our work.

We actively engage with policy makers, fellow researchers, the public and private legal profession and major justice institutions to advance the development of research and evidence which is directly applicable in the pursuit of fair, equitable and accessible justice. We are engaged with Victorian and national policy makers, and actively participate in national and international exchange on access to justice research.

The VLF has had a research function for the last six of its 56 years. Although we are still relatively new, we are already highly regarded and well connected in Victoria, Australia and around the world.

Since the research function commenced, we have delivered significant pieces of work. This includes a world first large-scale, representative survey measuring legal need and legal capability across the Victorian community, the [Public Understanding of Law Survey \(PULS\)](#). We have also canvassed the use and utility of Victoria's civil justice administrative and service data (Data Mapping Project), and a survey of the Victorian community legal sector workforce. We are currently completing a project building on findings from the Public Understanding of Law Survey and Data Mapping Project, our Measure for Measure Project, canvassing what ways of working are seen to be successfully meeting legal need.

We have been closely involved with policy makers in discussions on the national approach to legal assistance, as well as an established commitment to local and international research and knowledge exchange through our Research Network and involvement in the International Access to Justice Forum.

Mapping justice	<p><i>Examining administrative data in the Victorian civil justice system</i></p> <p>Mapping the use and utility of administrative data across a broad range of civil justice bodies, including courts and tribunals, legal assistance organisations and dispute resolution bodies</p> <p>This work identified opportunities and challenges in using existing data to improve access to justice through the operations of large players in the sector, and set out some possible new directions to advance.</p> <p>Project completed in 2023/24 FY.</p>	Click here
Surveying legal need and capability	<p><i>Discovering how people understand and engage with the law</i></p> <p>Victoria-wide <i>Public Understanding of Law Survey</i> (PULS)</p> <p>Groundbreaking work to discover what Victorians know about their law, their experiences of the justice system, and capability in navigating processes and institutions.</p>	Click here

	Three main reports released and additional papers.	
Researching programs and activities	<p>Looking closely at what works in providing effective legal services to Victorians.</p> <p><i>Measure for Measure: Tailoring Everyday Justice</i> explores effective and tailored justice solutions in Victoria. The project showcases examples of initiatives that address legal needs, emphasising solutions tailored to individuals and specific issues.</p> <p>This work will investigate responses to some of the gaps revealed in the PULS and identify the attributes of their success and the challenges they deal with.</p>	Click here
Coordinating and sharing research	Build a network connecting the justice, community and academic sectors to enable knowledge sharing, encourage collaboration, extend the reach of our work and help us to learn from the experience of local and international experts.	Click here

The upcoming research agenda will continue to analyse the PULS dataset and further build evidence on legal need and capability, and following completion of Measure for Measure, undertake research and evaluation studies to close knowledge gaps concerning what works to meet legal need and capability.

Grants

VLF offers two kinds of Grants:

- **Major Grants** support civil legal projects that help legal organisations better understand and support the legal needs and capabilities of Victorians..
- **Everyday Legal Grants** support civil legal projects helping community organisations develop legal information or legal education programs.

For more information on our **grants** [click here](#).



Education

The Education function falls into two core areas:

- Events and Education programs for the public and the legal sector, and
- the [schools program](#).

Events

The main focus is the delivery of community and legal sector-focussed events throughout the year including:

- [Legal Laneway Breakfast](#) (Early February)
- [Victorian Law Week](#) (May)
- [In Conversation](#) (August or date to suit speaker)
- 'Law and You' Community Forum (October)
- [Enhancing Engagement Webinars](#) (three times a year)
- [Plain language Workshops](#) (twice a year)

For more information on **events** see our [website](#) and www.lawweek.net.au, and [annual reports](#).



Schools program

This delivers education programs for Victorian secondary school students to improve their understanding of the law and the legal system. Our program is directed to schools in low socio-economic parts of Melbourne and regional Victoria and is curated in consultation with legal and education experts to enliven students' studies within the curriculum, and improve their understanding of the legal issues that may affect them.

For more information on our **schools program** [click here](#)



For further information about **all our programs** see our [Annual reports](#).

