

Recruitment Pack

Education Coordinator

Ongoing Full-time



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 27 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 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.

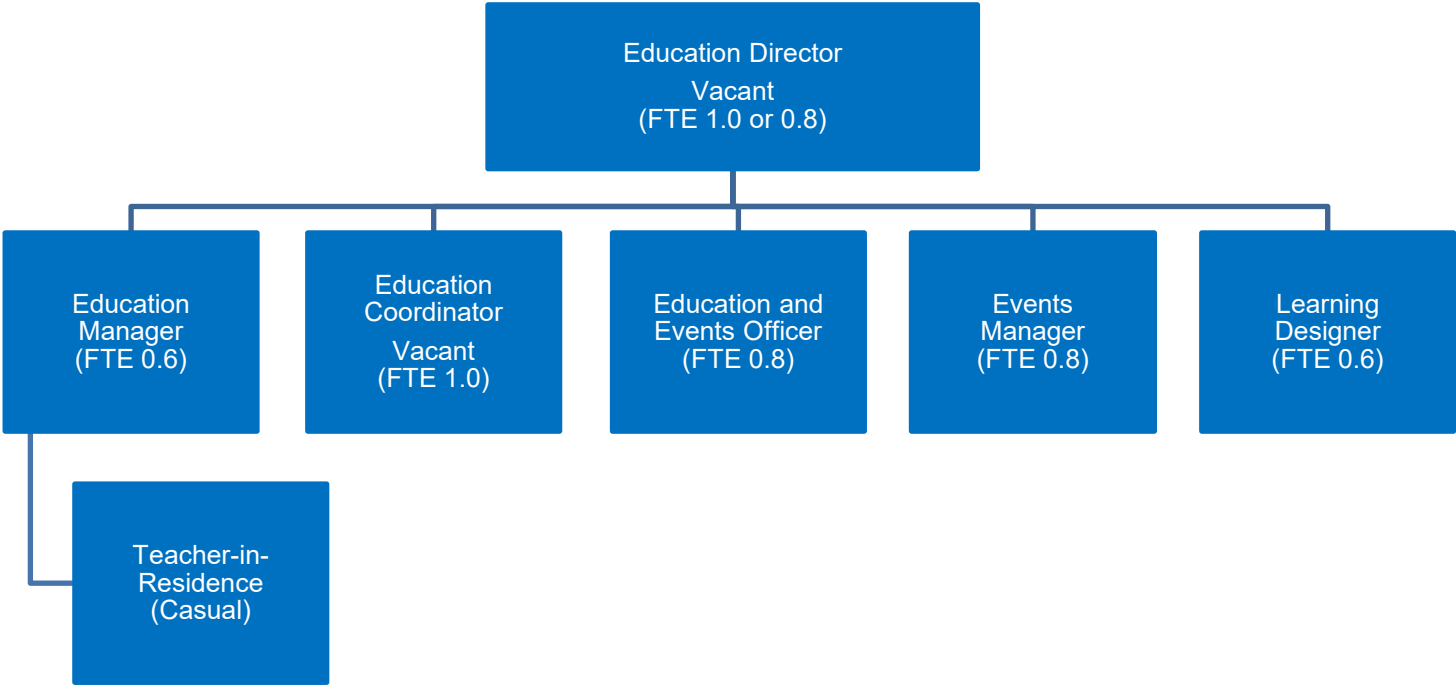
The data and evidence generated through our research is the cornerstone for all our work and shapes our education program. The Education team works closely with VLF's Research, Grants and Strategy and Engagement teams to ensure that education resources are informed by evidence and grounded in community legal need. Together, these functions produce plain language guidance, practical tools, and sector support to respond to everyday legal problems.

Key programs include Victorian Law Week, a program that brings the law to life through over 100 events across metro and regional Victoria, and Law Talks, which connect students with legal professionals to deepen their understanding of civics and the justice system. These initiatives, alongside tailored resources for VCE Legal Studies and community legal education, help build knowledge and capability among young people, educators, and the broader community legal sector.

The Education team also supports legal professionals and community organisations to improve how legal information is communicated—ensuring it is accessible, relevant and impactful. Through workshops, events and resources we foster partnerships across schools, courts, community groups and legal institutions. Our connections ensure VLF's work reaches diverse audiences and drives meaningful engagement.

Ultimately, Education at VLF is about making the law more understandable and usable for everyone. It's a collaborative, strategic and purpose-driven function that plays a vital role in improving access to justice across Victoria.

Team Structure



3 About the role

Job title	Education Coordinator
Location	Melbourne, Australia (some travel may be required)
Reports to	Education Director Education Manager
Direct reports	None
Key relationships	Education Director Education Manager Events Manager Events and Education Officer Strategy and Engagement Team External stakeholders
Contract type	Full Time - ongoing
Salary range	\$75,000-\$80,000 + superannuation

Purpose

Reporting to the Education Director and the Education Manager, the Education Coordinator is responsible for assisting with the delivery of the VLF's education programs and events for secondary school students, community and legal sectors. This includes assisting with the delivery of the following programs and activities:

Audience	Description	Program comprises (not limited to)
Victorian secondary school students	Programs that engage Victorian secondary school students to improve their understanding of the law and the legal system	The Schools Program ordinarily comprises the following events: • Metropolitan Law Talks (half day intensive learning for students, held two - three times a year) and Regional Law Talks (intensive learning for regional students, held twice a year) • Classroom Law Talks (classroom or court-based discussions and presentations) • Education Forums (quarterly) • HeadStart resources • Attendance at Comview – annual conference for VCE Commerce and Legal Studies teachers • In addition, the Education Coordinator assists the Education Manager in the administration of the internship program.

Community	Community legal education events for the Victorian public	• Victorian Law Week (May) • Community Law Talk events (held twice a year to coincide with delivery of the Regional Law Talk program for secondary students)
Legal sector	Legal sector focussed education programs	• Legal Laneway Breakfasts (Early February)

Due to the cyclical and rhythmic nature of the Education team's annual activities, the support required by this role is dynamic and shifts throughout the year in response to the timing and demands of specific programs and events.

Key responsibilities

Support the Education Director and Events Manager in the successful delivery of community legal education events, including Victorian Law Week and Community Law Talks, by assisting with a range of tasks that contribute to effective planning, coordination, and execution. These tasks include:

- Preparing event documentation such as briefs, run sheets, and delivery plans.
- Maintaining invitation lists, managing bookings and RSVPs, and ensuring accurate record-keeping.
- Assisting with the use of platforms such as Humanitix and Zoom for event delivery.
- Collaborating with the Strategy and Engagement team to keep event information current on VLF websites.
- Supporting stakeholder, supplier, and presenter coordination.
- Contributing to post-event evaluation processes to support continuous improvement.
- Providing general administrative support to the Education Director and Events Manager as needed.

Support the Education Manager in the successful delivery of VLF's education program for secondary school students. This includes supporting a range of tasks that contribute to the effective planning, coordination, and delivery of initiatives such as the secondary school program, internship program, Law Talks, Education Forums, and other public-facing events. These tasks include:

- Supporting all aspects of VLF education programs and events, including logistics and coordination.
- Drafting event briefs, run sheets, and other delivery documentation.
- Developing and maintaining invitation lists, bookings, RSVPs, and accurate records (digital and hard copy).

- Assisting with the use of Humanitix and Zoom for event management.
- Collaborating with the Strategy and Engagement Team to develop and implement marketing and communications plans.
- Assisting in the creation of marketing collateral, including drafting content and preparing layouts.
- Engaging with and supporting the management of stakeholders, suppliers, and presenters.
- Attending and assisting at VLF events as required, including occasional event photography.
- Supporting evaluation processes to assess program effectiveness and inform future improvements.
- Assisting with the content and formatting of the quarterly education e-newsletter.
- Providing general administrative support to the Education Manager as needed.

Assist with cross-functional collaboration, including assisting with cross-functional project and event support across VLF, requiring a flexible and team-oriented approach to support the Education and Events teams. This may include:

- Acting as a point of contact for some cross-functional activities and supporting coordination across VLF teams.
- Liaising with the Education Director to assist with other Education team initiatives and activities.
- Attending and assisting at VLF events as required, providing hands-on support to ensure smooth delivery.

Other duties as directed

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

Core Skills

- Experience supporting event planning, delivery, and coordination across diverse audiences.
- Demonstrated ability to assist and work collaboratively within dynamic teams.
- Strong organisational and time management skills, with the ability to manage competing priorities.
- Proficiency in Microsoft Office and ability to quickly learn new systems and tools.
- Attention to detail and ability to work accurately under pressure.
- Flexible, proactive, and willing to take on varied responsibilities as needed.

Other requirements

- The successful applicant will require a Working with Children Check.

Characteristics

- Energetic and motivated, with a can-do attitude.
- Ability to think clearly under pressure and competing deadlines.
- Calm, diplomatic and flexible.
- Strong relationship building abilities.
- An understanding of the community and legal sectors and an appreciation for the work and values of the VLF.

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 (Core Skills & other requirements) in Section 4 (p. 10 of this Recruitment Pack). Please keep your responses brief – 150-250 words per KSC.

**Applications close midnight AEDT,
Wednesday 19th November 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 our research, education, and grants functions. 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	<i>Examining administrative data in the Victorian civil justice system</i> 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 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. Project completed in 2023/24 FY.	Click here
Surveying legal need and capability	<i>Discovering how people understand and engage with the law</i> Victoria-wide <i>Public Understanding of Law Survey</i> (PULS) Groundbreaking work to discover what Victorians know about their law, their experiences of the justice system, and capability in navigating processes and institutions.	Click here

	Three main reports released and additional papers.	
Researching programs and activities	Looking closely at what works in providing effective legal services to Victorians. <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. 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.	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
- [Enhancing Engagement Webinars](#)
- [Plain language Workshops](#)
- [Research Network](#)

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](#)



Strategy and Engagement

Strategy and Engagement is a highly collaborative cross-functional team dedicated to ensuring that research findings are effectively translated and communicated through opportunities in Education, Events and Grants. The key purpose is to develop, design and distribute content which makes research insights meaningful, practical and impactful, ultimately transferring knowledge to improve legal capability.

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

