

Recruitment Pack – Project Coordinator

JULY 2025

The Human Rights Law Centre, a leading national human rights organisation, seeks a Project Coordinator to oversee the coordination of the “lived experience storytelling project” in the First Nations Justice team.

This is a part time, 12-month contract position (2 days a week), based in the Centre’s Melbourne office.

About the Human Rights Law Centre

The Human Rights Law Centre takes legal action to defend people’s human rights, and advocate for law reform and improved policy on issues affecting people’s human rights. Working in partnership with people and communities, we challenge Australian laws and policies which stand in the way of justice and equity for all.

Our vision is that people and communities live with dignity and have the power to challenge injustice, and human rights are at the core of institutions and laws.

Our human rights-based approach, independence from government and corporate power, and our focus on legal action and law reform is what makes us unique.

The Human Rights Law Centre is a registered charity with offices in Melbourne and Sydney. We have a diverse staff team and Board with a strong, shared commitment to creating a better, fairer Australia.

About this role

The Project Coordinator will oversee the coordination of the “lived experience storytelling project” - a project that will bring together people who have had contact with the criminal legal system as young people to share their experiences, amplify their voices, and tell their stories in a way that is strengths-focused and designed by them.

The Project Coordinator will support the logistics of bringing the participants in the project together, organise and facilitate planning days and execution of the co-designed strategy for the story telling project. They will also undertake administrative tasks associated with the project.

This role will work closely with the First Nations Justice Director and the Engagement Team to deliver outputs that have been co-designed by people impacted by the criminal legal system, as well as assist with ongoing communications and advocacy as a result of the project.

Full details of this role including selection criteria are set out in the [position description](#).

Organisational relationships and extent of authority

The Project Coordinator reports to the First Nations Justice Director and is responsible for supporting the organisation and development of the story telling project. They will work closely with the First Nations Justice Director, and other members of the First Nations Justice Team. As above, they will also work closely with the Engagement Team. The successful applicant will have strong organisational and communication skills, as well as a deep understanding of the impacts of colonisation, racism and the criminal legal system on communities of colour, particularly First Nations people and communities.

Benefits of working with the Human Rights Law Centre

The Human Rights Law Centre is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We know our team and our work is stronger with a diversity of backgrounds and experience, including lived experience of the issues we work on. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, women, LGBTIQ+ people and people with a disability are strongly encouraged to apply.

The position is a part time (0.4 FTE) 12-month fixed term contract with a six month probation period.

The full-time equivalent annual salary for this role is \$101,530. You will be paid pro-rata according to your agreed part-time hours of work. You will have access to generous salary packaging provisions, 5 weeks' annual leave and four days (pro-rata for part time) of additional wellbeing leave each year.

The tax savings for staff who take full advantage of salary packaging options can significantly increase their take home pay.

The Human Rights Law Centre's Enterprise Agreement also provides paid cultural and ceremonial leave. See further: [Human Rights Law Centre Enterprise Agreement](#).

The Human Rights Law Centre offers flexible working arrangements, opportunities for professional development and mentoring, and a workplace culture that is collaborative, dynamic, values diversity and is committed to learning and looking after each other.

How to apply

Applications should be sent by email to Maggie Munn at jobs@hrclc.org.au. Applications should comprise:

- a cover letter addressing the selection criteria listed in the position description (maximum 2 pages); and
- your resume.

Please combine these as a single document in PDF format, with your name as the document title, e.g. [Firstname Lastname.pdf](#)

The closing date for applications is **Wednesday 23 July 2025 at 5.00pm**.

Applicants must have the right to work in Australia.

Don't meet every single requirement?

If you're excited about this role but your experience doesn't align perfectly with all the selection criteria in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles. We welcome and support diversity in all its forms and believe that a wide range of experiences and perspectives enriches our organisation and our work.

Further information

For further information about the Human Rights Law Centre, see www.hrlc.org.au. For further information about this position, email jobs@hrlc.org.au.