

Recruitment Pack: Director, Engagement

April 2024

The Human Rights Law Centre, a leading national human rights organisation, seeks a Director to lead the organisation's public advocacy and stakeholder engagement, in close coordination with legal teams. This is a key senior leadership position with oversight of strategic communications, media, fundraising and government relations.

This is a full-time, ongoing position based in Melbourne or Sydney.

About the Human Rights Law Centre

The Human Rights Law Centre uses strategic legal action, policy solutions and advocacy to support people and communities to eliminate inequality and injustice and build a fairer, more compassionate Australia.

Our vision is an Australia where everyone is free to lead a decent, dignified life; where our laws, policies and institutions promote fairness and equality; and where people and communities have the power to address inequality and injustice and ensure that governments always act in the public interest.

We maximise our impact by working closely with key partners, including community organisations, pro bono law firms and barristers, academics and experts, and international and domestic human rights organisations. We are independent of government and business, with most of our funding coming from donations and philanthropic grants.

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

As an equal opportunity employer we are committed to promoting a diverse and inclusive workforce.

About the Engagement Team

The Engagement Team is responsible for the Human Rights Law Centre's communications, traditional media, social media, fundraising, government relations, marketing and campaigning work. The team works to ensure that all public communication aligns with the organisation's strategic objectives, the priorities of each team, and has a consistent tone, voice and narrative.

The Engagement Team is responsible for coordinating and leading the HRLC's fundraising program including completion of grant applications and acquittals, managing stakeholder relations and planning and executing giving campaigns.

About this role

The Director reports to the CEO, as a key member of the HRLC's Management Team, and works under limited supervision to lead the public advocacy and stakeholder engagement of the HRLC, in close coordination with legal teams. This includes oversight and coordination of strategic communications, media, fundraising and government relations work. The incumbent will have significant expertise in relation to the work of their team as well having a comprehensive knowledge of organisational policies and procedures.

The Director will supervise staff within their team and is responsible for establishing performance goals and for managing staff to meet expectations. The Director is responsible for exercising delegated authority in relation staffing, finance and fundraising.

The incumbent is responsible, as a senior organisational leader, for contributing to the development of organisational policies and procedures, leading projects at the direction of the CEO and for participating in management decision-making. The Director may be required to deputise for the CEO and to represent the HRLC in public and other fora.

The Director provides expert advice to the CEO and the Legal Directors in relation to communications, media, government relations and development.

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

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 an ongoing position with a six-month probation period.

The full-time annual salary for this role is \$141,440. You will have access to generous salary packaging provisions, 5 weeks annual leave and four days 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.

Applications

Applications should be sent by email to Justin Baré, Director, People & Operations at jobs@hrlc.org.au. Applications should comprise:

- a cover letter addressing the key selection criteria (maximum 2 pages); and
- your resume.

Please combine these as a single PDF document, clearly named with your name in the document title.

The closing date for applications is 11.59pm Thursday 9 May 2024. Applications will be considered as they are received and the Human Rights Law Centre may elect to interview suitable candidates prior to the closing date for applications.

Applicants must have the right to work in Australia.

Further information

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