

**SCHEDULE A**  
**POSITION DESCRIPTION**

Position title: **Law Related Education (LRE) Co-ordinator**

Reports to: **General Manager**

**Duties and responsibilities**

The position includes the following duties and responsibilities, and any reasonable incidental duties and responsibilities necessary to achieve the strategic and operational objectives of the role:

1. Delivering educational sessions to tamariki and rangatahi (children and young people), and those working with them, which:
  - a. increase participants' understanding of New Zealand Law, their own legal and human rights, and how YouthLaw and other services can assist them with legal challenges.
  - b. are interactive, engaging, and targeted to meet the unmet legal needs of participant groups, with a focus on advocating for the legal rights of children and young people.
  - c. satisfy relevant performance targets.
  - d. take account of and comply with relevant standards and educational best practice.
  - e. align with YouthLaw's strategic vision for a fair and just Aotearoa in which children and young people's rights are respected and their voices are heard.
2. Sourcing and developing appropriate educational resources; promoting YouthLaw resources to educational communities; and working with the General Manager to ensure resources are relevant, current, and accurate.
3. Promoting YouthLaw's legal education and advice services, resources, and current projects, through networking, community development activities, and fostering links with external partners.
4. Seeking and utilising feedback to enhance educational resources and delivery.
5. Timely completion of administrative duties, including but not limited to: recording and reporting of law-related education sessions and legal information distribution; adequate and transparent budgeting; and the ongoing organisation and co-ordination of education sessions and other relevant activities, including those delivered by others.
6. Engaging in legal information and law reform activities relevant and appropriate to the role, including ascertaining the views and preferences of children and young people, and updating or developing online tools and communications.
7. Providing training, mentoring, and supervision as required (and in consultation with the General Manager) to solicitors, volunteers, and others delivering educational services on behalf of YouthLaw.
8. Working with the General Manager to identify, and draft applications for, relevant funding opportunities that progress YouthLaw's strategic vision for law-related education.
9. Demonstrating leadership in the provision of rights-based law-related education for children and young people within the New Zealand-wide Community Law movement.

## **ADDITIONAL RESPONSIBILITIES**

1. To participate in strategic planning and the development of annual operational plans.
2. To contribute to a co-design process with children and young people, and other stakeholders, to update YouthLaw's current services.

## **PERSONAL ATTRIBUTES**

### **Interpersonal skills**

You will be expected to communicate clearly and appropriately, both orally and in writing, with other parties whilst maintaining excellent working relationships.

You will have an understanding of the need for access to justice for children and young people in Aotearoa.

You will have a genuine interest and/or experience working with Māori in an educational setting, and have knowledge of/appreciation for the importance of tikanga and te reo Māori in an Aotearoa context.

With appropriate access to and training around legal content, you will feel confident speaking from a non-judgemental and rights-based perspective about issues relevant to diverse groups of children and young people, including but not limited to: sexual consent; Police contact; discrimination; harmful online content (including pornography); and education.

### **Organisational skills**

You must be able to prioritise workloads at any given time.

## **WORKING CONDITIONS**

You will be leading a small team to deliver educational experiences to diverse participants, including children and young people in schools, alternative education facilities, and secure residences. From time to time, the LRE Co-ordinator may be required to work evenings or weekends.