



## Position vacant

# Mentoring Programs Coordinator

The Law Society of New South Wales is looking to employ Mentoring Programs Coordinator, in its Professional Development Department on a full-time basis. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 14 November, 2019.

### Responsibilities

The Mentoring Programs Coordinator coordinates mentoring programs for the Law Society of New South Wales, as well as assists in the coordination and administration of the Local Court Internship program as a service to members. The position will be required to liaise directly with mentors and mentees, interns and magistrates, and ensure that the relationships thrive, and all participants are supported.

### Key accountabilities

- Coordinate all program processes, in consultation with the Head of Professional Development, including working with universities and the courts, external consultants, matching processes, internship and mentoring agreements as well as advertisement and communication of the programs;
- Promote the mentoring programs and local court internship programs and ensure commitment by liaison with all stakeholders throughout the year;
- Take responsibility for and maintain effective relationships with all internal and external stakeholders;
- Provide support to all participants and stakeholders including universities, interns, courts, mentors and mentees throughout the programs;
- Coordinate marketing campaign to secure volunteer mentors and supervisors for given programs;
- Maintain the program project plans to ensure that program services and activities are carried out on time, such as follow-up support, matches, workshops and all events associated with programs;
- Review and evaluate programs with Head of Professional Development to provide enhancements for future programs.

### Requirements

- Experience in coordinating mentoring, graduate or internship programs;
- Experience in managing engagement or assessment events or alternatively, development programs;
- Previous experience in working in development departments or mentoring areas;
- Exemplary interpersonal skills and willingness to support stakeholder relationships at all levels both within and outside of the organisation.



## Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

**Written applications should include a cover letter and brief resume, addressed to: [recruitment@lawsociety.com.au](mailto:recruitment@lawsociety.com.au)**