

POSITION DESCRIPTION

A/ LAND LEASE COMMUNITIES OFFICER

JOB TITLE:	A/ Land Lease Communities Officer	STATUS:	<ul style="list-style-type: none"> • Locum – to December 2025 • Part-time • 28 hrs per week
REPORTS TO:	Chief Executive Officer	UNIT:	Land lease communities
		SCHADS CLASSIFICATION:	SCHADS Grade 5-6 depending on experience
		SALARY:	Currently \$53.50 to \$61.04 per hour plus super (\$78,112 to \$89,114 pa)
POSITIONS REPORTING TO A/LAND LEASE COMMUNITIES OFFICER		-	

ORGANISATIONAL CONTEXT:

The Tenants' Union of NSW Co-op Ltd (TU) is a Community Legal Centre specialising in housing law matters. The organisation supports the work of tenancy services with advice, training and resources; acts for individual tenants in public interest litigation; and promotes the interests of tenants with government and non-government organisations and in the media.

KEY PURPOSE:

The Land Lease Communities Officer (LLC Officer) plays an important role supporting residents of land lease communities across NSW through assistance provided to Tenants Advice and Advocacy Services and directly with volunteers in communities and resident organisations.

The LLC Officer works closely with the Land Lease Communities Solicitor at The Tenants' Union of NSW.

KEY ACCOUNTABILITIES:

1. Provide advice, assistance and guidance to tenant advocates in the Tenants' Advice and Advocacy Program (TAAP) and to solicitors and other caseworker, advocates and organisations throughout New South Wales in the specialist area of residential land lease community law.
2. Develop and review plain language legal resources including factsheets and the Noticeboard website.
3. Work with the TU Communications Coordinator to write and produce land lease community publications.

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LAND LEASE COMMUNITIES OFFICER - LOCUM

4. Take the lead role in coordinating and facilitating the Land Lease Communities Forum and the Land Lease Communities Legal Working Group.
5. Participate in the delivery of TU training on land lease community law.
6. Coordinate, with other relevant TU staff, the policy, education and campaign work of the organisation in relation to land lease communities law.
7. Assist with the conduct of public interest test cases where necessary.
8. Mentor TU staff in developing skills in land lease communities law.
9. Assist with the general administration of the centre.
10. Maintain and extend links between the Tenants' Union and other relevant organisations.

SELECTION CRITERIA:

Essential

1. Demonstrated knowledge and practical experience in land lease communities law and procedure.
2. Demonstrated understanding of the issues facing land lease community residents in NSW, particularly those experiencing social or economic hardship.
3. Demonstrated experience facilitating stakeholder or community meetings, especially involving ongoing relationships,
4. Demonstrated ability to work in a team and make sound independent decisions.
5. Experience in mentoring staff.
6. Excellent communication skills, including legal research and writing skills, and liaison/networking skills.
7. A commitment to social justice

Desirable

- Experience appearing before the NSW Civil and Administrative Tribunal (NCAT), particularly with the Residential Communities list
- Experience in designing and delivering training or community education
- Design/desktop publishing skills

Signed: _____

(Employee)

Date: ___/___/___

Signed: _____

(Employer)

Date: ___/___/___