**Application for the position of Assistant Legal Services Coordinator (Part-Time)**

Justice Centre Hong Kong is an independent, non-profit, human-rights organisation working to protect the rights of Hong Kong’s most vulnerable migrants – refugees, victims of trafficking, survivors of modern slavery and other people seeking protection in this city. Justice Centre does advocacy work and research, which it uses to advocate for improvements to legislation and policies. It envisions an inclusive, just society where people from all countries of origin enjoy dignity, human rights and access to justice in Hong Kong. Justice Centre is not affiliated with any religious or political organisation and does not receive any government funding. For more information about Justice Centre, please visit [www.justicecentre.org.hk](http://www.justicecentre.org.hk).

The Assistant Legal Services Coordinator is responsible for providing administrative, legal and coordination support to the Legal Services Team and the Social Welfare Team in order to ensure services are provided in a professional, sensitive and efficient manner. You will be responsible for assisting with the design, upkeep and refinement of our working systems.

The Assistant Legal Services Coordinator may also become involved in tasks in connection with legal casework; provide file management; and act as the first point of contact for the organisation in-person, on the phone, and via email. You would therefore play a critical role in client and external relations.

You will benefit from this opportunity to gain experience of client facing legal work under close supervision from our expert team of internationally qualified refugee lawyers; the chance to learn more about refugees in Hong Kong, and to contribute to rewarding human rights work.

This is a part-time position with a salary commensurate with experience. Generous annual leave, MPF and private health insurance are also provided. Right to work in Hong Kong is essential.

Please find enclosed:

1. A job description and person specification
2. A guide to completing the application form
3. An Application Form

The closing date for applications is **6pm on** **28th August**.

Please email the completed application form directly to [pritika@justicecentre.org.hk](mailto:angela.chong@justicecentre.org.hk) with the subject line ‘Assistant Legal Services Coordinator’.

Thank you for your interest in the post, and we look forward to receiving your application. Due to the high volume of applications, only short-listed candidates will be contacted.

Yours sincerely

**Isaac Shaffer**

**Legal Services Manager**

**Assistant Legal Services Coordinator (PT).**

**Job Description**

* Reviewing and actioning all incoming communications from all the channels such as Post, fax, telephone, email etc to the respective teams across the organisation.
* Respond promptly to any client enquiries (often highly vulnerable people), and also that of other visitors, agencies etc. in a professional, sensitive and respectful manner;
* Confirm and arrange appointments with clients and interpreters, and create appointment reminders as needed;
* Coordinate and assist with client and stakeholder events including managing materials, guest lists, venues, catering, and post-event evaluations;
* Developing and maintaining positive working relationships with NGOs, protection claimant communities, and other stakeholders in relation to Justice Centre’s activities;
* Contributing to developing organisational strategy, networking with strategic partners, fundraising and development, and whole-of-office initiatives as needed;
* Contributing to maintaining positive working relationships with the staff team and with HKSAR government, professional bodies, UNHCR, NGOs, and other stakeholders;
* Manage office space reservations;
* Manage petty cash and produce relevant weekly cash reports as necessary;
* Coordinate and upkeep of Clio data collection.
* Liaise with interpreters, attend to interpreter matters, keep an up-to-date record of interpreter details and co-ordinate interpreter invoicing and payroll;
* Contribute to Justice Centre’s legal file management systems as well as monitoring and evaluation systems in terms of collection, verification, database entry, and filing of client data;
* Assist with the coordination of intake and referrals for new and existing clients;
* Maintaining the accuracy of client data and records on Clio;
* To attend all relevant staff meetings; and
* Such other tasks as required for the support of the delivery of JCHK’s Services, as requested by the Legal Services Manager/Legal Services Coordinator from time to time.

**Person specification**

**Essential**

* Demonstrable excellent organisational and communications skills;
* Cordiality and diplomacy;
* Willingness to learn and develop new skills;
* Multicultural sensitivity and ability to work with people from different cultural backgrounds and across varying language barriers;
* Ability to work independently whilst being a good team-player;
* Demonstrated literacy in Excel, basic data entry and Outlook;
* Fluency in verbal and written English; and
* Legal right to work in Hong Kong.

**Desirable**

* Fluency in Cantonese.
* Fluency in another language such as French, Arabic, Somali, Urdu, Hindi, Sinhala or Bangla would be a considerable asset.
* Experience working with vulnerable people in a professional setting.

**Guidance notes for completing the application form**

**Please read these notes carefully. They have been written to help you make the best of your application. The decision to short-list you will be based on the information you provide on the application form. You will be required to show how you meet the requirements of the job description and person specification.**

1. Read through each section of the application form carefully. You may find it helpful to do a rough draft first.
2. The person specification describes the skills, knowledge and experience which you will need in order to do this job. You should address each factor in turn. This is where you make your case for being selected to do the job. Examine the skills and experience being asked for and provide evidence of your suitability by giving specific examples which show that you have the necessary skills, knowledge and experience for the job.
3. If you have been out of paid employment for a period of time your job history may be less important than some other responsibilities or experience which you have had recently.
4. Do not forget skills and experience that you have gained outside full-time work.
5. Write out your application in a brief, well-organised and positive way.
6. Please keep to the word limit.

**Application form for the post of Assistant Legal Services Coordinator**

**Personal details**

|  |  |
| --- | --- |
| Full name |  |
| Address for correspondence |  |
| Email address |  |
|  |  |
|  |  |
| Mobile number |  |

**References**

Please provide the names and addresses of two referees. One should be your current employer (if any) and it would be preferable if the other were to be someone who has known you in a professional capacity. Your referees will be contacted only if you are offered the position.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact number |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact number |  |

**Declaration**

I certify that the information given on this form is correct to the best of my knowledge. I consent to Justice Centre Hong Kong checking any of this information. I consent to Justice Centre Hong Kong contacting the referees I have put forward if I am offered the post.

Signed …….…………………………………..………………………………………………………….......

Date ………………………………………..

1. **Education and training**

Please list your educational, professional qualifications and any training or courses which you believe are relevant to the post

|  |  |
| --- | --- |
| **Dates** | **Course/Qualification/Training** |
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1. **Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of employer** | **Dates of commencing and finishing** | **Position held and responsibilities undertaken** | **Reasons for leaving employment** |
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**Any other relevant experience as a volunteer or in any other capacity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of organisation** | **Dates of commencing and finishing** | **Work undertaken** | **Reasons for leaving** |
|  |  |  |  |
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1. **Languages** (please indicate your level of ability i.e. basic, able to converse, fluent, bilingual)
2. **Ability to take up the post**

If successful, when would you be able to start with Justice Centre Hong Kong?

1. **Reasons for applying for the post.**

Please tell us why you are applying for the post. Describe the skills and abilities, knowledge and experience that you can bring to the post. Please make sure that you reply **closely following the essential criteria in the person specification** for this post. If you wish you can continue on another page but please do not write more than 1000 words in total.