

## Family Law Pathways Project Officer

### Role Description

The Family Law Pathways Network (FLPN) project officer reports to and works under the guidance of the FLPN Steering Committee.

The project officer is employed by the auspice organisation, Legal Aid ACT. The project officer's day to day working arrangements are managed by the auspice agency.

The project officer's role is to:

1. ensure the objectives and annual work plan of the FLPN are implemented
2. develop and implement strategies for collaboration between FLPN members
3. organise workshops, seminars, forums and training activities for FLPN members
4. evaluate and review FLPN activities to ensure objectives and plans are effective
5. provide secretariat support to the FLPN steering committee

### Key responsibilities

#### Events

- organise the delivery of workshops, forums, seminars and training activities for FLPN members as directed by the steering committee
- organise events that ensure FLPN members collaborate and share information
- evaluate and review all activities of the FLPN and implement improvements.

#### Promotion & Communication

- ensure the FLPN has an effective communication strategy in place
- produce and disseminate an FLPN newsletter
- ensure the national FLPN website is maintained and holds relevant information
- ensure the FLPN Service Card is maintained
- ensure the FLPN Resource Guide is maintained.

#### Secretariat Support

- provide secretariat support to the FLPN steering committee. This involves organising meetings, taking minutes, disseminating papers and ensuring action items are undertaken
- ensure steering committee members are supported in the work they undertake for the FLPN.