



VACANCIES IARC MANAGEMENT COMMITTEE

About IARC

IARC is a specialist, not-for-profit community legal centre providing free immigration advice and assistance to people throughout New South Wales.

As a community legal centre, our mission is to help those with the greatest need. Nearly half our clients have experienced or are at risk of family violence. They are financially disadvantaged, come from culturally and linguistically diverse backgrounds, and often face multiple layers of disadvantage including homelessness, low education levels and disability. Many have experienced torture and trauma.

Our vision and values

IARC's vision is for a fair and just immigration system for everyone, regardless of means.

Our values are at the heart of our work and shape what we do and how we do it:

- **Safety**
Everyone should feel safe – at home, at work, in the community – regardless of their visa status.
- **Family**
Everyone has the right to stay connected to their family.
- **Fairness**
Everyone deserves a fair go. Fair immigration outcomes are not just for those who can afford them.
- **Community**
Everyone benefits from a welcoming and supportive community.

Our Management Committee

IARC is led by a Management Committee comprised of four officeholders and up to five ordinary committee members. The Management Committee sets the direction for IARC and is responsible for governance and oversight of the organisation. The Management Committee works with the Director and the Principal Solicitor who are responsible for IARC's day to day operations.

IARC is seeking to recruit new members to join its Management Committee. To complement the skills of the current committee, we are particularly seeking to recruit members with experience in any of the following areas:

- Australian immigration and refugee law and practice
- Fundraising
- Marketing and communications
- Stakeholder engagement
- Publishing



Responsibilities

Management Committee members are collectively responsible for:

LEGAL AND FINANCIAL ACCOUNTABILITY	<ul style="list-style-type: none"> Ensuring that IARC complies with all its legal obligations including those under charity, tax and workplace health and safety law. Identifying and managing risks. Ensuring that IARC meets its obligations to its funders. Setting the annual budget and monitoring financial performance.
STRATEGY AND PERFORMANCE	<ul style="list-style-type: none"> Setting the strategic vision for IARC. Ensuring that IARC effectively uses its resources in order to achieve its objectives. Monitoring and evaluating the organisation's performance.
FUNDRAISING	<ul style="list-style-type: none"> Developing and overseeing the IARC fundraising strategy.
STAKEHOLDER ENGAGEMENT	<ul style="list-style-type: none"> Promote IARC's mission, achievements and goals to the community and our funders. Ensuring that IARC is representative and responsive to the needs of the community that we serve.
HUMAN RESOURCES	<ul style="list-style-type: none"> Reviewing and managing the performance of the Director and Principal Solicitor.
MEETINGS	<ul style="list-style-type: none"> Attending four Management Committee meetings each year and the IARC Annual General Meeting, and subcommittee meetings as necessary.

Selection criteria

GOVERNANCE SKILLS	<ul style="list-style-type: none"> Ability to think strategically and identify and critically assess strategic opportunities and threats and develop effective strategies for IARC Ability to identify key legal and regulatory risks in and monitor compliance management frameworks and systems Previous not-for-profit board/committee experience
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> Financial literacy. Experience in one or more of the following areas: <ul style="list-style-type: none"> Fundraising Marketing and communications Engaging with stakeholders relevant to IARC's work (government, community organisations, legal sector etc) Immigration law and practice Publishing



INDUSTRY SKILLS	<ul style="list-style-type: none"> • Understanding of the challenges facing migrants and refugees in New South Wales. • Understanding of the dynamics of the community legal sector and not for profits more generally.
INTEGRITY	<ul style="list-style-type: none"> • Understanding of the duties of a Management Committee member. • Ability to identify and disclose conflicts of interest. • Ability to maintain confidentiality. • Satisfies ACNC's responsible persons requirements.
LEADERSHIP	<ul style="list-style-type: none"> • Ability to build and maintain a strong organisational culture. • Personal accountability.
INNOVATIVE THINKING	<ul style="list-style-type: none"> • Ability to critically analyse complex and detailed information. • An innovative approach to problem solving.
VALUES	<ul style="list-style-type: none"> • Commitment to IARC's vision and values and to the principals of social justice.

How to apply

To express your interest in this position, please send your CV with a cover letter outlining why you are interested in the role and how your skills and experience are relevant to the position to centre@iarc.org.au. There is no deadline but we are seeking to recruit additional members as soon as possible and may conduct interviews on receipt of expressions of interest.

IARC takes pride in our diversity and we strongly encourage applications from people from culturally and linguistically diverse and refugee backgrounds, First Nations people, LGBTIQ+ people and people living with a disability.



**HELPING
PEOPLE
NAVIGATE**
| AUSTRALIAN
IMMIGRATION LAW

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