



Position Description: Publications Coordinator (Volunteer)

About Ngalaya

Ngalaya Indigenous Corporation is the peak body representing over 400 First Nations lawyers and 350 First Nations law students in New South Wales. Ngalaya is a registered charity founded in 1997 by a group of First Nations law students. Ngalaya is run by a volunteer board of First Nations people.

Ngalaya is committed to supporting the next generation of First Nations lawmakers and is establishing several new volunteer roles and sub-committees to build its organisational capacity.

About the role

The Publications Coordinator is a volunteer role reporting to Ngalaya's Executive Director. Ngalaya's Publications Coordinator will be responsible for managing a small number of volunteers and coordinating Ngalaya's general publication efforts.

This will include identifying opportunities for Ngalaya members to contribute to law reform processes and existing publications, as well as creating original content for Ngalaya's website.

Key responsibilities

- Coordinating Ngalaya's Publications Sub-Committee, including the recruitment of volunteers, delegation of work, and overall responsibility of publications.
- Identifying opportunities for Ngalaya to make submissions for law reform and coordinating Ngalaya's response in collaboration with the Board of Directors.
- Coordinating the creation of content for Ngalaya's website, including guides for gaining entrance into law school, essential professional and academic skills, the process of gaining admission as a solicitor or barrister, and other information useful to Ngalaya members.
- Establishing a regular Ngalaya publication, including original content from Ngalaya members and information about Ngalaya's activities.
- Ensuring that all publication deadlines are met and engaging more volunteer contributors where necessary.
- Managing the recruitment and training of 'Publications Officers' and other volunteers to support the Publications Coordinator and receiving appropriate consents from all contributors for the publication of their work.

Essential criteria

- Excellent written communication and plain language skills.
- Strong attention to detail, and a proven ability to meet publication requirements including style, referencing style, word limit and the use of appropriate terminology.
- A high level of organisational skills, time management, and a commitment to prioritising Ngalaya work when necessary.
- A good understanding of the legal profession.
- An excellent understanding of First Nations culture and legal issues facing First Nations people.

Desirable criteria

- Experience with project management and coordinating volunteers.
- Experience in legal writing and drafting submissions for law reform.
- Experience in publication design.
- Experience in graphics design.
- Legal studies.
- Communication studies.

To apply for this position

Interested applicants should submit a copy of their CV and a cover letter addressing the responsibilities and essential criteria for the role to Jason O'Neil, Executive Director of Ngalaya by email: jason.oneil@ngalaya.org.au

Applicants should identify any other volunteer roles with Ngalaya that they might be interested in.

Interested applicants can also contact Jason on 0435 125 569 to discuss the role.