Recruitment of Full-time Legal Clinic Manager

The University of Hong Kong’s Faculty of Law in collaboration with the Access to Justice Fellowship provides a free legal advice programme to grassroots women workers from some of Hong Kong’s most disadvantaged districts via the Fair Work Clinic. The Fair Work Clinic is a programme that aims to address the lack of employment and labour law expertise and legal resources available to grassroots women workers by working closely with a partnering NGO, the Hong Kong Women Workers’ Association (HKWWA), and holding free legal clinic sessions on employment and labour issues for HKWWA’s service targets.

The Fair Work Clinic is now recruiting a Legal Clinic Manager to support the administration and management of the Clinic.

**ABOUT ACCESS TO JUSTICE FELLOWSHIP**

The Access to Justice Fellowship believes everyone should have a fair chance at accessing legal services and justice, regardless of factors such as financial constraints, socioeconomic status, gender, and race. It aims to tackle barriers to justice through sustainable legal partnerships by connecting the legal sector (professionals and academia), NGOs, and grassroots communities, with the goal of promoting collaboration and making long-lasting impacts on our target communities.

**KEY AREAS OF RESPONSIBILITY**

The Legal Clinic Manager is a 6-month, full-time, paid position. The successful applicant will handle the daily administrative work of the Fair Work Clinic and assist in carrying out projects related to the Fair Work Clinic.

The Legal Clinic Manager will have oversight of the implementation and execution of the Fair Work Clinic to ensure certain deliverables achieved within the project period. The administrative work of the Fair Work Clinic includes liaison with the partnering NGO HKWWA, pro bono lawyers, volunteers and other external parties for monthly legal clinic sessions, organizing and preparing papers for the clinic sessions,  arranging logistics of the clinic sessions,  data collection for future planning and scaling of the Fair Work Clinic.

Other aspects of the Fair Work Clinic include identifying gaps and designing legal capacity building workshops for HKWWA; marketing and fundraising for the Fair Work Clinic (including overseeing the branding and website design and outreach to law firms for pro bono legal support); collecting evidence of impacts for programme evaluation;  managing and participating in research projects housed at the Fair Work Clinic; and undertaking other awareness-raising and capacity building projects, as the case may be.

**WHAT WE ARE LOOKING FOR**

We are looking for passionate individuals who want to make social changes by using their knowledge to empower the less privileged. A general understanding of the law of employment and labour in Hong Kong would be helpful but is not essential.

Applicants must:

* Possess a university degree in law, social work, or a similar field. An advanced degree is an advantage;
* Experience in legal service provision or community engagement;
* Be fluent in spoken and written English and Chinese (both Cantonese and Mandarin);
* Not require or have already acquired a work permit to work in Hong Kong;
* Be conscientious, compassionate, proactive, and adaptable; and
* Be competent at time management, research and writing, project management, stakeholder management, and have good interpersonal skills.

Whilst this is envisioned as a full-time role, we are open to discuss flexible work arrangements including a part-time position.

**BENEFITS AND HIGHLIGHTS**

* Exposure to the Legal and NGO Community in Hong Kong
* Opportunity to interact directly with the Partnering NGOs’ service targets to gain a first-hand understanding of their situations
* Opportunity to collaborate with and build meaningful connections with a diverse network from the legal and NGO community in Hong Kong

**Transferable Skills and Career Development**

* The distinctive exposure, skills development opportunities, and the unique duty of promoting the synergies between the legal and NGO fields, provides an excellent start to one’s career. This exposure is a gateway to wide-ranging prospective careers and Fellows become strong and competitive talent in both the legal and NGO sector.

Find out more about the work of A2J Fellowship [here](https://www.instagram.com/p/CZqTb2rrp-O/).

To apply, please send your CV and cover letter to [dldavrob@hku.hk](mailto:dldavrob@hku.hk) and [admin@a2jfellowship.org](mailto:admin@a2jfellowship.org) on or before 26 December 2022 at 18:00. We look forward to receiving your application soon!