

Position Description

Legal day volunteer

Introduction

Women's Legal Service Victoria (WLSV) is a not for profit organisation that has been providing free legal services to women for over 30 years. We specialise in issues arising from relationship breakdown and violence against women. WLSV provides free and confidential legal information, advice, referral and representation to women in Victoria.

WLSV initiate and participate in law reform activities, ensuring that clients' experiences are taken into account when legal policy is being developed or when changes are being made to the law.

We deliver legal education, training and professional development to a range of organisations and professional groups.

Purpose of the role

Provide assistance and support to lawyers at court and with the day-to-day running of client files.

Gender specific role

This position is for a female. WLSV has exemption #A439 from provision of the Equal Opportunity Act 1995.

Accountability and supervision

WLSV volunteers are provided with supervision and support by WLSV's Legal Team. They are directly supervised by the Principal Lawyer.

Hours

9.00am to 5.00pm one day per week.

Location

Level 10, 277 William Street, Melbourne

Duties

- Assisting WLSV duty lawyers at Melbourne Magistrates' Court
- Assisting lawyers with file management
- Drafting letters, briefs, court documents
- Making and taking phone calls from clients, barristers, other lawyers, etc
- Delivering briefs and filing court documents
- General filing
- Legal research
- Miscellaneous administrative tasks

Essential skills

- Sound knowledge and interest in the law
- Good written and communication skills
- Excellent attention to detail
- Ability to prioritise
- Ability to work independently as well as in a team
- Commitment to the role
- Reliable
- Maintaining confidentiality

Requirements and commitment

Law students must be undertaking third year or above of a law degree, unless the law degree is a second degree. There is a minimum commitment required of one day a week for 12 months.

Additional information

If you require additional information, please contact our Office Administrator, Caitlin Watson on 8622 0600.

How to apply

Please forward your resume and covering letter to:
volunteerapplication@womenslegal.org.au