

Position Description

Legal education

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

To provide assistance and support to our Legal Educators with the organisation of training sessions.

Gender specific role

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

Accountability and supervision

All legal education volunteers are provided with supervision and support by the Legal Education team.

Hours

9.00am to 5.00pm one day per week.

Location

Level 10, 277 William Street, Melbourne

Duties

- Work constructively with WLSV's Legal Educator to advance legal education outcomes for WLSV.
- Assist WLSV's Legal Educators to develop educational materials.
- Assist in organising the delivery of legal education presentations.
- Administrative tasks

Essential skills

- Legal research skills
- Some knowledge of Adult learning principles

Requirements and commitment

There is a minimum commitment of one day a week for 6 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