

Position Description

Policy & Projects

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 Policy team with conducting research and with submissions.

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 policy and campaigns volunteers are provided with supervision and support by the Policy team.

Hours

9.00am to 5.00pm one day per week.

Location

Level 10, 277 William Street, Melbourne

Duties

- Undertake detailed research into aspects of law and policy that relate to relationship breakdown and violence against women.
- Draft memos, letters and submissions in relation to law and policy reform issues.
- Collect and record client case studies.
- Assist in the administration of WLSV's case study bank.
- Identify and collate data and statistical information.

Essential skills

- Excellent legal and policy research and analysis skills.
- Excellent drafting skills.
- Good understanding of legal and policy issues.
- An understanding of advocacy and campaigning in a community law context.
- Project based skills desirable but not essential.

Requirements and commitment

There is a minimum commitment 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