

## **Position Description**

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### **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 in the area of family law, child protection and family violence.

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 our lawyers 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 the WLSV's Legal Team.

#### **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 and the Family Law Court's
- Assisting lawyers with file management
- Drafting letters, briefs, court documents
- Telephone communication with other legal professionals
- Delivering briefs and filing court documents
- General filing and data entry
- Legal research
- Miscellaneous administrative tasks

## **Essential skills**

- Sound knowledge and interest in our practice areas
- 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, in which case you may apply at anytime. There is a minimum commitment required of one day a week for 12 months.

## **Additional information**

If you require additional information please email [internenquiries@womenslegal.org.au](mailto:internenquiries@womenslegal.org.au).

## **How to apply**

Please forward your resume and covering letter to: [internenquiries@womenslegal.org.au](mailto:internenquiries@womenslegal.org.au)