

Position Description Practical Legal Trainee (PLT)

The Refugee Advice and Casework Service (RACS) seeks a dedicated person to join its team of committed human rights lawyers as a Practical Legal Trainee (students who hold a law degree and who are undertaking a course for practical admission as a lawyer). There are multiple positions available in our Randwick office, and our Outreach Service offices.

Responsibilities include research, drafting statements, observing and assisting with client appointments, accompanying lawyers to client meetings and DIBP interviews and various other administrative and legal tasks. You will receive on-the-job training and supervision.

You will have had previous volunteer experience and be able to demonstrate a commitment to human rights and social justice, an understanding of the issues that affect people seeking asylum, and a capacity to problem-solve. You will have administrative and organisational experience, and have the ability to communicate with a wide range of stakeholders in a confident and a respectful manner. You will also need initiative and a sense of humour.

These are unpaid positions.

About RACS:

RACS is an independent community legal centre with a vision of a world where people seeking asylum and refugees who seek Australia's protection are able to live their lives with dignity, security, family unity and freedom.

RACS provides free, specialist legal services for people seeking asylum and refugees. Through individual advice sessions, community education and public advocacy, RACS strives to ensure that individuals and families at risk of persecution gain access to equal and fair representation before the law.

Requirements:

You must be enrolled in, or about to enrol in, College of Law. It would be preferable if you are available to work a minimum of 3 or 4 days per week. We have a required minimum of 60 days.

Application Procedure:

To apply, please email a cover letter setting out your interest in working at RACS, your CV and current availability to Reeve Koelmeyer at racsvolunteer@racs.org.au with subject "PLT Application". Please include how many days per week you can commit to and when you are available to start. Applicants are encouraged to submit applications as soon as possible, as applications will be evaluated upon receipt. For more information please telephone (02) 8317 6500.