



**NATIONAL JUSTICE PROJECT/ [www.justice.org.au](http://www.justice.org.au)**

## **PLT STUDENT VOLUNTEER**

### **JOB DESCRIPTION**

The National Justice Project is a not for profit legal organisation which promotes human rights and social justice in Australia through strategic litigation and advocacy.

We are offering an exciting volunteer opportunity to graduate law students looking to complete Practical Legal Training under the supervision of an experienced and innovative legal team. This position would report to the Solicitor/Team Lead. The applicant should currently be undertaking a Professional Legal Training course.

Responsibilities include:

- Assisting our lawyers to run social justice litigation as well as inquests, appeals, human rights complaints and anti-discrimination cases;
- Assisting to draft legal correspondence, court documents and liaising with clients;
- Interpreting legislation and conducting high level research; and
- File management and administrative tasks.

This role is for a minimum of at least 3 days per week, up to 5 days per week to work onsite at NJP Office in Double Bay, NSW; for 75 days (subject to and inclusive of one month probation period). Please note this is a voluntary unpaid position.

Please respond to the following selection criteria:

1. Keen interest to work in the social justice sector and advocate for disadvantaged members of the community.
2. Demonstrated experience working in an office environment.
3. Demonstrated high level written and verbal communication skills.
4. Strong research skills.

5. Excellent attention to detail, ability to multi-task and organisational skills.

Applications must include:

- Resume;
- Academic transcript; and
- Cover letter addressing the selection criteria (2 page max).
- Names of two Referees and their contact details.

Please submit applications by email to [hr@justice.org.au](mailto:hr@justice.org.au) with the subject line -

*PLT Volunteer Application – Your Name*

Applications will remain open until position is filled.