

Police Powers PLT Placement (Volunteer)

Position Description

Redfern Legal Centre is seeking a PLT student (2-3 days/wk) to work with the Police Powers Solicitor at the Redfern Legal Centre to begin mid-January 2019.

Responsibilities include client intake, file review, general administration, research, legal drafting, interviewing clients, and follow up on client matters, under supervision of the Police Powers solicitor.

Essential Selection Criteria

1. Completion of law degree and eligibility to commence Practical Legal Training
2. Demonstrated understanding of and commitment to social justice
3. Demonstrated experience in administration and/or customer service
4. Strong understanding of ethical practice issues affecting community legal centres, including confidentiality and conflict of interest
5. Excellent written and verbal communication skills
6. Ability to work independently and as part of a team
7. Demonstrated knowledge of issues affecting RLC's client groups

To apply

Applicants must complete the online application form, ticking the 'PLT - Other' checkbox, and uploading the following documents in PDF format.

1. A cover letter outlining your interest and suitability for this role
2. A current CV
3. A signed confidentiality deed (download below)

Please address your application to Samantha Lee. If you have any queries, or if you need help lodging your online application, email RLC Communications and Volunteer Manager Finn O'Keefe at info@rlc.org.au.

Applications due by 10 December 2018.