

Position description

Position title	Practical Legal Training Student
Position reports to	PLT supervisor
Position Works in Close Collaboration with	Paralegals and lawyers
Employment status	Unpaid placement
Hours	37.5 hours per week (1.0 FTE). Part-time arrangements will be considered * minimum commitment of 50 days.
Location	Level 5, 446 Collins Street, Melbourne VIC 3000 or Level 5, 175 Liverpool Street, Sydney NSW 2000 * Hybrid working model
Closing date	Rolling recruitment to late March 2023
For further information	Heather Bell, Lawyer, Tel +61 3 8593 4798

Role purpose

Job Summary

Justice Connect's Access Program is a multidisciplinary team with in-house legal, data, and service design expertise. We are currently recruiting four Practical Legal Training students (full or part time, Mon-Fri) in Sydney and Melbourne, for a minimum 50 days total. Hybrid work options available.

Our Team

In the face of rising levels of unmet legal need, Justice Connect designs and delivers high impact interventions to increase access to legal support and progress social justice.

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ABN 54 206 789 276
ACN 164 567 917

Justice Connect's Access Program is a multidisciplinary team with in-house legal, data, project, and service design expertise. We collaborate to increase access to legal assistance and progress social justice by responding quickly to a wide range of legal problems with a particular focus on disaster response, financial rights and employment law problems.

Our legal services use a range of approaches including specialist advice, pro bono referrals (leveraging our network of over 10,000 pro bono lawyers) and online resources to help people experiencing legal problems.

Our strategy commits us to identifying ways to scale legal help with digital solutions, including our in-house developed digital platform, Justice Connect Answers (JCA). We seek to identify and respond quickly to emerging legal need in the community.

Key responsibilities

As a PLT student with this Service, you will develop practical and procedural legal experience and skills across various practice areas. Some of the tasks that the Access Program's PLTs undertake may include:

- Taking instructions from potential clients who are vulnerable
- Engaging with other legal professionals
- Managing intake of new online enquiries via Justice Connect's online intake
- File management, including maintaining accurate client information
- Providing supervised legal information to clients
- Involvement in current and potential Access Program projects, which may include researching issues or preparing fact sheets
- Legal research, analysis and problem solving
- Participating in making referrals which may include liaising with barristers and lawyers, preparing referral memos, drafting counsel briefs and delivering briefs to counsel chambers
- Contributing to the improvement of our various digital platforms for legal service delivery.
- Contributing to Justice Connect's Reconciliation Action Plan activities.

Direct client contact will only be available when working alongside Access Program staff in the Sydney or Melbourne office. The Justice Connect Sydney office is in the Sydney CBD. The Justice Connect Melbourne office is in the Melbourne CBD.

Important information about the role

Placement is full-time, 37.5 hours per week (Part-time arrangements will be considered) and successful candidates must commit to a minimum of 50 days.

This position is unpaid.

This role will be based at our Melbourne CBD office or Sydney CBD office with hybrid working arrangements.

Successful applicants will gain valuable and practical generalist experience working alongside experienced lawyers and be exposed to embedded digital platforms in our legal practice



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