



Exciting Opportunity with Redfern Legal Centre

## Financial Abuse PLT

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Redfern Legal Centre works to redress inequalities in the legal system that adversely and disproportionately affect people experiencing disadvantage. The Centre pursues social change and law reform to reduce these inequalities.

Redfern Legal Centre is seeking an enthusiastic PLT student to volunteer 2 days per week within our Financial Abuse Service NSW. The role can be done as a combination of remote work and on-site work at Redfern Legal Centre. Training and initial supervision will ideally be provided in person.

Responsibilities include file review, general administration, research, legal drafting, interviewing clients, drafting content for submissions, articles and e-bulletins, and follow-up on client matters, under supervision of the practice solicitor.

**Status:** Tuesday and Thursday. Please state your preferred length of commitment (e.g. Tuesdays and Thursdays, 75 days in total). Combination of remote or on-site work.

**Vaccination:** It is a requirement of employment at Redfern Legal Centre to be fully vaccinated for Covid-19.

**Redfern Legal Centre welcomes applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds and people with disability.**

**Applications close:** 9am on Monday 20 February, for preferable start on Monday 6 March 2023.

*Applications that do not specifically address the selection criteria will not be considered.*

## Selection Criteria

### ***Essential:***

1. Completion of law degree and eligibility to commence Practical Legal Training.
2. Availability to start in the week commencing Monday 6 March 2023.
3. Availability on Tuesday and Thursday. Please state your preferred length of commitment (e.g. Tuesdays and Thursdays, 75 days in total).
4. Demonstrated understanding of and commitment to social justice.
5. Demonstrated experience in administration and/or customer service.
6. Strong understanding of ethical practice issues affecting community legal centres, including confidentiality and conflict of interest.
7. Excellent written and verbal communication skills.
8. Ability to work independently and as part of a team.
9. Demonstrated knowledge of issues affecting RLC's client groups and a demonstrated interest in the work of financial abuse.

### ***Desirable:***

1. Ability to speak a relevant community language.
2. Previous front desk experience at Redfern Legal Centre will be highly regarded.

## Application Details

Applications for this position should be addressed to Jasmine Opdam.

Applicants must complete [the online application form](#), ticking the 'PLT - Other' checkbox, and uploading the following documents in PDF format:

1. A cover letter addressing each of the selection criteria. **Applications that do not address the selection criteria will not be considered.**
2. A CV including: contact details, education, relevant experience and two referees (include names, addresses and contact details).
3. A copy of your academic transcript.

If you have any queries or need help lodging your online application please contact Jasmine Opdam, Solicitor, Financial Abuse Service NSW on 0490 313 792.

**Applications close:** 9am, Monday 20 February 2023.