**Position Description: Practical Legal Training Volunteer**

**Job Title:** Practical Legal Training Volunteer

**Qualifications**

The Practical Legal Training Volunteer must be enrolled in an accredited practical legal training program with Law Society NSW (or equivalent body in other Australian states and territories), have an interest in social justice issues and the law, and a desire to work with disadvantaged people.

A Practical Legal Training Volunteer must also have a level of literacy and comprehension which will enable them to read legal information and forms and explain the content to clients as well as assisting clients to complete forms.

**Responsible To**

The Managing Principal Solicitor of the Elizabeth Evatt Community Legal Centre, **Arlia Fleming, or other experienced solicitor.**

**Position Overview**

The Practical Legal Training Volunteer provides general assistance to legal centre staff as defined in the duties. **A commitment of 2-3 days per week is required.**

**Duties**

* To provide clients with information, advocacy support and assistance with legal forms and documents.
* To assist with client intake,
* To assist with preparation of advice to clients, including online legal research.
* To assist with ongoing case work.
* To assist with project work for example, community legal education and law reform.
* To assist with conflict checks.
* Other duties as negotiated.

**Benefits**

* Learn more about the law and the legal system.
* Improve your understanding of legal issues in our local community.
* Develop legal skills to apply to resolving real-life legal problems.
* Exposure to procedures and dynamics commonly found in legal services.
* Make a difference in the community by:
* assisting disadvantaged people to understand and enforce their legal rights; and
* enabling legal information to be more accessible to our local community.
* Exposure to professional legal practitioner responsibilities and duties.

**Additional Requirements**

The Practical Legal Training Volunteer will be required to sign a confidentiality agreement and adhere to all organisational policies and procedures.