



**Western Sydney**  
COMMUNITY LEGAL CENTRE LIMITED  
ABN 81 963 193 626 | ACN 629 118 903

## PLT placement – volunteer role

Western Sydney Community Legal Centre Limited (WSCLC) is looking for 1-2 volunteers interested in completing their Practical Legal Training hours in a busy legal practice providing free legal advice and support to people in the Western Sydney area. We have offices in Parramatta and Rooty Hill.

We operate a variety of legal services including:

- a generalist legal practice (assisting on a range of civil, criminal, family, and care and protection matters),
- a Traffic Court duty scheme,
- the Multicultural Legal Service,
- the Aboriginal Legal Access Program,
- the Domestic Violence Response Pilot Program,
- the Home Building Advocacy Service, and
- an Outreach service (advising clients from various community locations).

The successful applicants would be exposed to a diverse range of legal matters and practice settings. They will gain experience in:

- client interviewing;
- legal database management;
- drafting client communications;
- undertaking legal research;
- drafting legal documents;
- writing submissions;
- preparing legal advice;
- assisting with law reform; and
- developing community legal education resources.

### **Parramatta Office**

**Monday to Friday: 9.30am – 1.00pm and 2.00pm – 4.30pm**

Phone: (02) 8833 0911

Suite 302, Level 3, 107 Phillip St, Parramatta NSW 2150

PO Box 23, Parramatta NSW 2124

**WSCLC Ltd provides many ways for the community of Western Sydney to access legal advice and services.**

**Please visit <https://www.wsclc.org.au/how-can-we-help/general-legal-practice/> for further information.**



Your work will help clients from a range of backgrounds including Aboriginal and Torres Strait Islanders, persons with a disability, victims of domestic violence, those facing financial hardship, and individuals who are culturally and linguistically diverse.

The successful applicants will be hard working, strong communicators with a passion for social justice. Volunteering with WSCLC is a great opportunity to gain essential skills and build a career in the community legal sector.

We strongly encourage applications from Aboriginal and Torres Strait Islander peoples.

Selection criteria:

- commenced (or about to commence) your Practical Legal Training course;
- available for 2 or 3 days a week for a minimum of 6 months;
- excellent oral and written communication skills;
- ability to manage time and competing deadlines;
- capacity to problem solve when given new or unfamiliar tasks; and
- an understanding of the work and aims of the community legal sector.

To apply, please email a cover letter, a statement addressing the selection criteria, your CV, and your academic transcript to [volunteers@wsclc.org.au](mailto:volunteers@wsclc.org.au). We encourage applicants to address the selection criteria using the STAR model.

For more information, please email [volunteers@wsclc.org.au](mailto:volunteers@wsclc.org.au) or call Caitlin Comensoli on (02) 8833 0989.

Applications close **5pm Friday 28 January 2022**.

**NOTE: This is an unpaid role.**