



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

Home Building Advocacy Service (HoBAS) volunteer role

Western Sydney Community Legal Centre Limited (WSCLC) is looking for volunteers interested in volunteering in a busy legal practice providing free legal advice and support to people with legal problems with their builders. The HoBAS is a statewide service.

The HoBAS office is located in Parramatta.

The successful applicants will gain experience in a specialist area of consumer protection.

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.

Your work will help clients from a range of backgrounds including Aboriginal and Torres Strait Islander peoples, people with 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.

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.



Selection criteria:

- available for a minimum of 6 months;
- excellent oral and written communication skills;
- ability to manage time and competing deadlines; and
- demonstrated understanding of the work and aims of the community legal sector.

To apply please email a cover letter addressing the selection criteria, your CV (including referees), and your academic transcript to hobas@wscl.org.au.

For more information, please email hobas@wscl.org.au.

NOTE: This is an unpaid role.