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

POSITION DESCRIPTION	
Title	Practical Legal Training Student
Location	Parramatta and Rooty Hill
Program	Community Legal Centre
Work Type	Volunteer
Reports to	Team Leader Legal Practice
Direct Reports	0
Date Created	9 September 2025

WHO IS WSCLC?

The Western Sydney Community Legal Centre (WSCLC) supports individuals who find themselves in vulnerable or disadvantaged situations and unable to successfully navigate and have access to the NSW justice system.

WSCLC delivers transformational quality people-centred services in Western Sydney, where justice, care and empowerment lead to lasting social impact. We support fair and equitable outcomes for people in situations of vulnerability and disadvantage in the justice system. We aim to achieve an engaged and passionate community that strongly advocates for change, and continuous operations excellence and measurable impact. We put people first, are respectful, collaborative and accountable.

Our services are focused in the areas of domestic violence, support of children in the Court systems, facilitating visits between children and parents, family law, tenancy, home building, crime (traffic offences) and general civil legal issues.

Our legal service delivery includes advice (telephone and face to face), including at outreach clinics in Western Sydney), duty services at local courts in Western Sydney (traffic offences), casework, community legal education and law reform and systems advocacy.

KEY PURPOSE

To provide opportunities for law students and recent law graduates to undertake professional legal practice skills and develop competencies and knowledge learning; gain work experience in a legal practice in a social justice environment, and to complete the practical component of a PLT course.

Specific Responsibilities

1	Assist solicitors with tasks associated with the provision of advice; legal tasks including drafting legal documents and legal research; case work; court duty; outreach and community legal education.

2	Liaise with and communicate information to clients and other stakeholders, including the public, private and community legal profession, counsel and third parties.
3	Assist solicitors and administrative team members to provide an effective legal service to clients in accordance with legislation and directions, policy, guidelines and practice standards.
4	Ensure services are delivered in accordance with WSCLC's policies and procedures and are focused on achieving WSCLC's objectives and funding obligations, including providing timely and quality legal services.
5	Under the supervision of solicitors, work with relevant stakeholders and service delivery partners to deliver WSCLC's legal services.
6	Undertake all related administrative and case management activities to comply with the WSCLC strategic plan, policies, guidelines, and practice management standards, including effectively using WSCLC's client database system.
7	Attend and contribute to all staff meetings in a positive and engaging manner.
What qualities do you need for this Position?	
1	Eligible to undertake practical legal training by having completed a Bachelor of Laws or Juris Doctor from an Australian university; or completed the NSW Legal Professional Board Diploma in Law, or a law student who has completed the Priestly 11 core subjects.
2	Knowledge of issues relating to how people experiencing vulnerability or disadvantage experience accessing justice and obtaining a fair outcome.
3	People Centric supported by an understanding, appreciation, and commitment to achieving excellence in delivery of services to people experiencing vulnerability and disadvantage.
4	Empathetic and caring using confidentiality and discretion when dealing with people across all levels of the organisation.
5.	Excellent written and communication skills, including the ability to draft letters, submissions, court documents and other documents.
6.	Sound legal research and analytical skills.
5	Is a problem solver with a critical thinking mindset that enjoys challenges and issues within the community oriented legal and work environment.
6	Is digital literate, particularly with Microsoft Office software – Excel, Word, PowerPoint and has high level administrative skills.
7	Is willing to attend WSCLC's offices at Parramatta and Rooty Hill and community-based outreach and Local Court locations in Western Sydney, under supervision.
As a member of WSCLC, you will:	
1	Demonstrate the vision and values of WSCLC.
2	Adhere to WSCLC processes, frameworks, practices, and policies.
3	Promote and contribute to a safety culture and great place to work.
4	Identify and deliver efficiencies through continuous improvement in daily work.
5	Effectively manage your time, resources and relationships to ensure that work is completed efficiently and in accordance with WSCLC policies.
Finally,	
Please remember, while we have tried our best, the reality is no position description can completely capture the complexity of what is required of each role. As a result, this position description should not be seen as limiting the scope of your contribution and other tasks that may be required from time to time to meet your Practical Legal Training requirements at WSCLC.	