



Practical Legal Traineeship Placements – Westjustice

Westjustice is currently looking for Practical Legal Trainees (PLT) to volunteer 2 days per week. The placement is for a minimum of 20 days over 10 weeks (2 set days a week). We are recruiting for placement opportunities all year round with flexible start dates.

Westjustice are a leading community legal centre providing free services to vulnerable and disadvantaged people. From our offices in Werribee and Sunshine and through our outreach services we provide advice on a broad range of issues including employment, discrimination, consumer disputes, tenancy, credit and debt, family disputes, family violence, criminal law and more.

Westjustice's vision and purpose

- Fairness, safety, and justice for Melbourne's West
- We deliver targeted services and drive meaningful change

Westjustice delivers

- Targeted legal, financial counselling and social work services
- Empowerment through education and community development
- Advocacy and system reform
- Develop and nurture impactful networks and relationships
- Prevention and early intervention that addresses the causes and impacts

The Practical Legal Training (PLT) Program at Westjustice

PLTs provide a vital contribution to our work and the functioning of our team. Successful applicants will gain valuable and practical experience and training working under the supervision of experienced lawyers within the following programs:

- Women & Gender Diverse People's Rights Program (family law & family violence) - Tuesdays and Wednesdays

For specific information on the above listed programs, please visit www.westjustice.org.au

Key Responsibilities/Expectations can include:

- Triaging and preparing matters under guidance of the lawyers
- Coordinating court lists and communicating with external key stakeholders across multiple digital platforms under guidance of the lawyers
- Conducting intake (basic instructions) with clients, many of whom are from culturally and linguistically marginalised backgrounds, experiencing poverty, family/intimate partner violence
- Collating and analysing court documents
- File management tasks
- Preparing and sending correspondence with guidance of a lawyer
- Data entry
- Legal research, analysis and problem solving to assist lawyers with their case work

Key Selection Criteria:

- A degree in law
- Be currently completing your Graduate Diploma of Legal Practice (through Leo Cussen or an equivalent institution).
- Ability to undertake a minimum of 20 days (2 set days per week) of practical legal training at Westjustice over 10 weeks
- Ability to work from our office located in Sunshine or Werribee or various outreach locations across Melbourne
- Ability to attend the various Courts and Tribunals across Melbourne
- Excellent IT skills, including use of real time portals, Sharepoint, Actionstep (or case management systems), Teams, Microsoft Office, Outlook
- Strong commitment to social justice, including a demonstrated understanding of the social context of law, crime, family violence, discrimination and the issues faced by vulnerable young people in our community and the ability to contribute to Westjustice's systemic impact work
- Ability to listen to and engage with vulnerable, distressed or disadvantaged clients
- Demonstrated ability to work effectively with a range of internal and external stakeholders
- High level personal skills, including resilience and the ability to communicate and consult effectively
- Excellent problem-solving skills with a can-do attitude when offering solutions
- Excellent attention to detail and a friendly demeanour
- Excellent written and oral communication skills
- Confident, strong initiative, compassionate, with an interest in community legal work
- Thrives in a busy and sometimes unpredictable environment
- Competency in working with diverse communities, including LGBTIQA+, Disability and multicultural communities

Please note that PLT positions are unpaid

We offer a robust structured training program and a Certificate of Completion is awarded upon completion of the 10-week program.

How to Apply:

To apply, please email a cover letter that indicates your interest in each of the programs in order of preference, addresses the key selection criteria (maximum 2 pages) and your CV to wgdprpadmin@westjustice.org.au. Please note, we will try to allocate successful applicants to their preferred programs, but this may not always be possible. Please use the subject line: PLT [your name] application.

Feel free to email us any questions you may have via the above email address.

The successful applicant will require a current Working with Children's Check and Police Check. People with lived experience of the justice system are encouraged to apply. A police check result does not automatically disqualify an application which in each case will be individually assessed for the relevant role. Applicants must also have the right to work in Australia. If you require any adjustments throughout the application or recruitment process please contact wgdprpadmin@westjustice.org.au

Westjustice is committed to building a diverse workforce. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people living with disability, people from diverse cultural and linguistic backgrounds, mature age workers and LGBTIQA+ identifying people.