

# Not-for-profit Law

## PLT position description

This document outlines the type of work you can expect from a volunteer PLT placement with Not-for-profit Law at Justice Connect. PLT students receive on the job legal training and supervision.

The Not-for-profit Law (NFP Law) service is a central part of Justice Connect's strategy of delivering access to justice through pro bono. NFP Law provides free and low-cost legal assistance and training to not-for-profit community organisations around Australia.

As a PLT student within NFP Law, you will receive training and supervision and will have the responsibility of handling files. You will have the opportunity to participate in:

- Taking instructions from clients;
- Assisting in the assessment of casework;
- Legal research and analysis;
- Delivering legal information to clients;
- Drafting telephone advice and referral memos to send matters to member law firms; and
- Attending and listening in to scheduled training and webinars.

Key areas of exposure from a PLT placement with NFP Law includes:

### Intake

NFP Law PLTs are central to our ability to carry out our function. PLTs are heavily involved in taking detailed instructions from not-for-profit organisations, and clearly relaying those instructions to the supervising lawyer.

### Telephone Advice Service

NFP Law provides a telephone advice service to eligible not-for-profit organisations. PLT students assist in this service through legal research and drafting of advice, as well as observing delivery to the client.

### Pro Bono Referrals

NFP Law assists eligible not-for-profit organisations by linking them with law firms that provide pro bono legal support. PLTs play a key role in this process, from taking instructions from clients to drafting briefs and correspondence.

### Webiste

The NFP Law website ([www.nfplaw.org.au](http://www.nfplaw.org.au)) provides a suite of resources on legal issues for not-for-profit organisations. PLT students are provided the opportunity to assist in legal research and the drafting of legal information resources for the website.

### Seminars and training

NFP Law coordinates legal training seminars and webinars to community groups and delivers fee-for-service training on a range of issues. We attempt to provide PLT students with the opportunity to attend these sessions, and assist in the preparation of materials.

### Law reform and advocacy

NFP Law undertakes a range of law reform and advocacy work on policy issues impacting the not-for-profit sector. Where possible, PLTs are able to participate in this work through research and drafting.

