

Justice Connect's Access Program

PLT POSITION DESCRIPTION

This document outlines the type of work you can expect from a Practical Legal Training (PLT) placement with Justice Connect's Access Program.

1. Access Program

Justice Connect's Access Program is a multidisciplinary team of 20 staff with in-house legal, data, project, and design expertise. We collaborate to increase access to legal assistance and progress social justice by responding quickly to community need including in disaster response, prioritising financial and employment law problems, and scaling legal help with digital solutions, including our in-house developed digital platform, Justice Connect Answers (JCA). By identifying and responding quickly to emerging legal trends we strategically tackle legal need in the community. In all our work, we centre client experience and our commitment to maximise the impact of our interventions.

Our legal services use a range of approaches including specialist advice, pro bono referrals and online resources to help people experiencing legal problems. We also operate weekly pro bono clinics for help seekers involved in litigation in Victorian courts, Federal courts and the Victorian Civil and Administrative Tribunal. As a team, we leverage innovative technology and our network of over 10,000 pro bono lawyers that assist in delivering our legal services. We help across a wide range of areas of law and at all stages of legal issues. We have expertise in dealing with issues that have escalated to court proceedings with a long history of running court-based services across a range of jurisdictions.

PLT students are a vital part of our work. Successful applicants will gain valuable and practical generalist experience working alongside experienced lawyers and be exposed to embedded digital platforms in our legal practices. Further information is available at <https://justiceconnect.org.au/how-we-help/>

2. What to expect from your placement with the Access Program

Access Program's PLT students work full or part time in Sydney and Melbourne (Mon-Fri). PLT's undertake a minimum of 50 days' placement. A mix of remote and office work may be available.

As a PLT student with this service, you will develop practical and procedural legal experience and skills across various practice areas. Some of the tasks that the Access Program's PLTs undertake may include:

- Taking instructions from potential clients who are vulnerable
- Engaging with other legal professionals
- Managing intake of new online enquiries via Justice Connect's online intake
- File management, including maintaining accurate client information
- Providing supervised legal information to clients
- Involvement in current and potential Access Program projects, which may include researching of particular issues or preparing fact sheets
- Legal research, analysis and problem solving
- Participate in making referrals which may include liaising with barristers and lawyers, preparing referral memos, drafting counsel briefs and delivering briefs to counsel chambers
- Contribute to the improvement of our various digital platforms for legal service delivery.

Direct client contact will be only be available when working alongside Access Program staff in the Sydney or Melbourne office. The Justice Connect Sydney office is located in the Sydney CBD. The Justice Connect Melbourne office is located in the Melbourne CBD.



3. Eligibility and how to apply

To be eligible for this position, you must:

- Have completed your law degree
- Be currently completing your Graduate Diploma of Legal Practice (through College of law or an equivalent institution)
- Undertake a minimum of 50 days of practical legal training at Justice Connect
- Lawyers will not be considered

Please note that PLT positions are unpaid

Applications should comprise of a single Word or PDF document including a cover letter and CV. Please ensure your cover letter includes your available start date, your preferred days, how many days placement you can commit to and the details of your GDLP provider.

Applications should be emailed to plt.recruitment@justiceconnect.org.au as a single Word or PDF file including "PLT Application – Access Program – Sydney/Melbourne" in the email subject line.

Applications will be assessed based on demonstrated interest in and commitment to not-for-profit organisations and the community sector.

We know our team and our organisation is stronger with a diversity of backgrounds and experience, including lived experience of the issues we work on. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, gender diverse people, LGBTIQ+ people and people living with a disability are strongly encouraged to apply.
