



Exciting Opportunity with Redfern Legal Centre

Financial Abuse PLT Position

Redfern Legal Centre works to redress inequalities in the legal system that adversely and disproportionately affect people experiencing disadvantage. The Centre pursues social change and law reform to reduce these inequalities.

Redfern Legal Centre is seeking an enthusiastic PLT student to volunteer 2 days per week within our Financial Abuse Service NSW. The role can be done as a combination of remote work and on-site work at Redfern Legal Centre. Training and initial supervision will be provided in person.

Responsibilities include file review, general administration, research, legal drafting, interviewing clients, drafting content for submissions, articles and e-bulletins, and follow-up on client matters, under supervision of the practice solicitor.

Vaccination: It is a requirement of volunteers at Redfern Legal Centre to be fully vaccinated for Covid-19.

Redfern Legal Centre welcomes applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds and people with disability.

Applications close: 9am, Monday 3 April 2023. Applications will be reviewed on a rolling basis so please apply as soon as possible.

Applications that do not specifically address the selection criteria will not be considered.

Selection Criteria

Essential:

1. Completion of law degree and eligibility to commence Practical Legal Training.
2. Availability to start in April 2023.
3. Availability **all day on Tuesdays and/or Thursdays** (preferably both). Preference will be given to candidates who can work both Tuesday and Thursday. Please specify your availability, start date and preferred length of commitment in your application (e.g. Tuesdays and Thursdays starting on 11 April, 75 days in total). Applicants who are not available on either Tuesday or Thursday will not be considered for this role.
4. Demonstrated understanding of and commitment to social justice.
5. Demonstrated experience in administration and/or customer service.
6. Strong understanding of ethical practice issues affecting community legal centres, including confidentiality and conflict of interest.
7. Excellent written and verbal communication skills.
8. Ability to work independently and as part of a team.
9. Demonstrated knowledge of issues affecting RLC's client groups and a demonstrated interest in the work of financial abuse.

Desirable:

1. Ability to speak a relevant community language.
2. Previous front desk experience at Redfern Legal Centre or another community legal centre will be highly regarded.



Application Details

Applications for this position should be addressed to Rebecca Campbell.

Applicants must complete [the online application form](#), ticking the 'PLT - Other' checkbox, and uploading the following documents in PDF format:

1. A cover letter addressing each of the selection criteria. **Applications that do not address the selection criteria will not be considered.**
2. A CV including: contact details, education, relevant experience and two referees (include names, addresses and contact details).
3. A copy of your academic transcript.

If you have any queries or need help lodging your online application please contact Rebecca Campbell, Solicitor, Financial Abuse Service NSW, at rebeccac@rlc.org.au.

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