

# WORKING WOMEN'S CENTRE LAW STUDENT VOLUNTEER PROGRAM



## About the Working Women's Centre

The Working Women's Centre is a community legal centre and not-for-profit organisation that provides free legal advice, information and representation to vulnerable, non-unionised workers about their rights at work. We predominately service women and we are experts in gender-based workplace issues.

The Working Women's Centre is made up of three arms:

- **Industrial/Legal support** – we provide legal advice and representation to vulnerable workers who contact the Centre with work issues.
- **Advocacy** – we conduct advocacy to resolve systemic issues that affect women and other vulnerable workers, such as sexual harassment and precarious work.
- **Education** – we provide fee-for-service and free training for workers and employers about workplace rights, sexual harassment, responding to disclosures of domestic violence and other topics.

## About the Law Student Volunteer Program 2024

In 2024 the Working Women's Centre will continue running our volunteer program for law students in their final or penultimate year of law school to work with our Client Services Coordinator and Legal Team. We are seeking highly motivated law students, with an interest in employment law, including discrimination and sexual harassment law, to volunteer at the Centre one day per week for a minimum period of 6 months (coinciding with university semesters). For Semester 1 2024, **the Volunteer Program will be run on Tuesdays** and volunteers will volunteer on Tuesdays for the duration of the semester.



## What will you work on?

Volunteers will receive extensive training in workplace laws and

Working Women's Centre case management systems and processes. The work will include:

- **Client intake** - including responding to client enquiries for legal advice, booking clients in for appointments, and diary management of the Centre's lawyers.
- **Client services** – monitoring the client services inbox, forwarding client documents to the relevant allocated lawyer, and assisting lawyers with client contact.
- **Assist lawyers to draft legal document** – this may include drafting letters to clients and drafting documents for courts and tribunals.
- **Legal research** – undertaking research including locating cases and legislation.
- **Observing legal processes** – including sitting in on client interviews, advice sessions and conciliation conferences.

## What will you gain from the program?

- Training in employment law and procedure.
- Training and experience in client intake, and processes and procedures in a community legal centre.
- Training in drafting legal letters and forms for tribunals and commissions.
- Professional development opportunities.
- A reference that can be used for future job opportunities.

## What we are we looking for?

The law student volunteer position will involve communicating with clients of the Working Women's Centre who can often be distressed, traumatised and/or frustrated from being referred to several services that cannot assist them with their issue. We are looking for law student volunteers that can confidently communicate with a diverse cross-section of the community with compassion and empathy.



## Selection Criteria

We are seeking applications from law students with:

- Good oral and written communication skills.
- An interest or study in feminism and employment law.
- Experience in customer service.
- Commitment to feminism and trade unionism.

## How do I apply?

Applications are now open for interested law students to apply for a volunteer position in Semester 1, 2024. Please email a copy of your resume with a short cover letter addressing the selection criteria (above) and indicating why you would like to participate in the law student volunteer program. **APPLICATIONS DUE BY 8 FEBRUARY 2024.**

We encourage applications from all cis and trans women, as well as non-binary people.

We encourage applications from First Nations peoples and people of colour.

We encourage applications from disabled applicants, please contact us about the accessibility of the workplace.

We encourage LGBTIQ+ applicants.

We encourage applications from survivors of gendered violence.

Successful applicants will need to undertake a working with children's check.

Please email applications to Ms Nikki Candy, Deputy Director [nikki@wwc.org.au](mailto:nikki@wwc.org.au) and Ms Sarah Devenport, Client Services Coordinator [sarah@wwc.org.au](mailto:sarah@wwc.org.au) using the subject line: **Law Student Volunteer Program 2024. APPLICATIONS DUE BY 8 February 2024.**