



Position Description PILCH Legal Inquiry Volunteers and Interns

1. INTRODUCTION

PILCH is a leading Victorian, not-for-profit organisation in the legal sector, which is committed to furthering the public interest, improving access to justice and protecting human rights by facilitating the provision of pro bono legal services and undertaking law reform, policy work and legal education.

PILCH delivers pro bono legal services through a number of schemes: the Public Interest Law Scheme, the Law Institute of Victoria Legal Assistance Scheme, the Victorian Bar Pro Bono Scheme, the Homeless Persons' Legal Clinic, the Seniors Rights Legal Clinic and PilchConnect. PILCH is also co-located with the Human Rights Law Centre.

PILCH is an innovative collaboration of private law firms, corporate legal departments, the Victorian Bar, the Law Institute of Victoria, community legal centres, and university law schools.

PILCH is provided with very valuable assistance by a large team of law student volunteers and interns.

2. ROLE

The primary function of PILCH volunteers and interns is to receive and assist with inquiries from applicants seeking pro bono legal assistance.

3. ACCOUNTABILITY, SUPERVISION & SUPPORT

PILCH volunteers and interns are provided with supervision and support by all PILCH staff members and secondees. They are directly supervised by the Volunteer Coordinator or the Clinic Coordinator.

4. DUTIES

- taking telephone inquiries from clients;
- assist with and attend meetings with law firms, barristers and community organisations and conferences, seminars and training;
- assisting with the preparation of briefs to barristers to advise on legal matters;
- assisting with the preparation of letters of referral to law firms;
- sending out application forms;
- article writing, preparation of law reform submissions and assisting in producing our publications;
- conducting research in applications that come to PILCH from clients for referral to legal practitioners;
- and assisting with administrative tasks.

5. SELECTION CRITERIA

Applications for PILCH volunteer and intern positions will be judged according to the following criteria (in no particular order):

ESSENTIAL

- Advancement to final or penultimate year of Law degree
- Commitment to volunteer:
 - Ongoing volunteers - one full day per week during the university semester (including mid-semester breaks)
 - Summer/winter interns – 3 weeks full-time during the summer or winter university break
- Good interpersonal skills, including an ability to relate well to people from a wide variety of backgrounds on the telephone and in the office;
- Good written and communication skills;
- Ability to understand new and unfamiliar issues and systems very quickly;
- Capacity to respond to urgent requests for assistance promptly and efficiently;
- Ability to work diligently at all times with attention to detail; and
- An interest in and commitment to access to justice issues and PILCH's stated mission values.

NON-ESSENTIAL BUT DESIRABLE

The following attributes are an advantage but not essential:

- Previous work/volunteer experience in a legal/paralegal role; and
- Previous work/volunteer experience at a community legal centre or other social justice organisations

6. APPLICATION PROCESS

Apply online at <http://www.pilch.org.au/volunteering/legalinquiries/>

Please direct questions about volunteering to: TJ Riddell, Volunteer Coordinator on 8636 4411 or at tj.riddell@pilch.org.au.