

Social Justice & Equity Guide

2017

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Dean's Welcome

The Monash Law Faculty is a strong advocate of social justice and equity. This is an essential part of the Law Faculty's contribution to Monash University's aim to influence and enhance the human condition at home and abroad. The Faculty's teaching programs and scholarly research underline the centrality of law as a tool in achieving these aims.

Since the opening of the Monash Faculty of Law in 1964, we have continued to develop and enhance our social justice and equity pathways including the creation of Australia's first clinical legal education program in 1975 (now known as Professional Practice). Fast-forward to today, the importance of being practically involved in social justice is continuously demonstrated to Monash students, local communities, and the profession at large.

Professional Practice has, through our long-standing involvement in two community legal centres at Oakleigh and Springvale, and the other programs available through the Faculty and in the community more broadly described in this Guide, provided many opportunities for current students to become involved in law to make authentic and genuine improvements in people's lives.

Behind the scenes, the Faculty actively strives for social justice and equity in its own operations. Scholarships, bursaries and other student support services provide the practical support needed to advance these goals. These include financial assistance for disadvantaged students to join student mobility programs, including the Prato and Malaysia programs, and student internships.

The Law Faculty has also recently established additional pathways for Indigenous students to access Law, and are delighted that in 2017 we saw a significant increase in enrolments of Indigenous students from across Victoria. From 2017 onwards, the Faculty also has new pathways for socio-economically challenged students.

We continue to support these students throughout their studies through the provisions of tutoring and mentoring services.

The Faculty has a Director of Equity, Diversity and Social Inclusion, currently Dr Azadeh Dastyari. The Director promotes equity policy outcomes, by improving access to the Faculty's courses for students from disadvantaged backgrounds including, but not limited to, rural and Indigenous students and students with a disability. The promotion of equal opportunity for students of all sexual orientations and genders and from all backgrounds is highly encouraged.

Social justice and equity is perhaps best demonstrated by an inclusive community. The Faculty of Law strives to 'walk the talk' about being a community – a community of staff, students, and alumni – that is committed to social justice and equity through law. In doing so, the staff of the Faculty are proud to work hand in hand with the hard-working Monash LSS and of course, our law students in their pursuit of these worthy aims.

Further, the Law Faculty is committed to social inclusion and mental health. In September every year, for National R U OK? Day, we encourage students and staff to wear a yellow item of clothing and host a BBQ for students to raise awareness and promote dialogue around youth depression and suicide.

We are pleased to see the growing interest in social justice and equity opportunities amongst the Monash Law students. The Faculty is committed to empowering students with the appropriate resources and knowledge to pursue these goals. This guide is an invaluable tool for our students to familiarise themselves with alternatives to the commercial setting and is growing in strength each year.

For 53 years, the Faculty of Law has had much to offer with a current abundance of social justice and equity happenings. We encourage our students to make full use of this guide and warmly invite you to get involved and join in to make a real difference.

Professor Bryan Horrigan
Dean, Faculty of Law

President's Welcome

It is my great pleasure to welcome you to the Social Justice and Equity Guide for 2017. This Guide is an invaluable tool for students looking to access the huge opportunities for work outside of a commercial setting. Every year hundreds of new students become part of the Monash law faculty armed with bright ideas about how they are going to help shape the world into a better place. The Monash Law Students' Society exists to encourage these students to pursue their ambitions and help promote avenues in which they can be achieved.

The Monash LSS serves at the forefront of providing invaluable advice and guidance for students throughout their degrees. The broad range of services and events offered by the LSS across all portfolios enhances the skills of students before entering the workforce. This ensures that Monash law graduates are some of the most sought-after, both within Australia and internationally.

The Social Justice and Equity Guide is the main publication of the Social Justice and Equity portfolio. The popularity of the Guide has grown every year since its establishment and has prospered into an essential instrument for all students. We are excited to see that student interest and uptake of social justice and equity-based opportunities continues to increase. Therefore, this Guide is more vital than ever as we present a number of key volunteer areas and career paths, often sadly overlooked, within the legal profession.

A law degree opens up an entire world of possibilities for graduates. One of the greatest strengths of the Monash law degree is the breadth and diversity of the electives that are offered for study. Monash law students have the ability to tailor their degree to achieve their own, individual goals for what they believe is the best use of their studies.

As the representative body for Monash law students, it directly follows that we must help show these talented students the full range of career opportunities that lie before them.

The Social Justice and Equity team has worked hard to bring together a wide variety of highly useful information for all students. I thus thank and congratulate the Social Justice and Equity portfolio, headed by Director Fergus Calwell. However, the vast thanks and congratulations for this Guide must go to Millie Clayton, the 2017 Social Justice and Equity Publications Officer. Millie has worked tirelessly to assemble every aspect of this Guide and it is due to her that we all have this incredibly professional and user friendly publication at our disposal.

I further wish to thank the Monash Faculty of Law for their continued support of the Monash LSS in all aspects. Other universities across Australia envy the strong and ongoing relationship between the LSS and the faculty, with Monash law students reaping the benefits of such a historic relationship throughout their degrees.

I would also like to thank all individuals who have contributed articles and opinions to this publication. Without your insight, these fantastic career opportunities would not be possible.

I highly commend this Guide, and wish you all the very best of luck in your future endeavors – wherever your law degree takes you!

Shaan Boolell
President 2017
Monash Law Students' Society

Editor's Welcome

Dear Students,

I am thrilled to present the Social Justice and Equity Guide 2017. I implore you all to discover what vast opportunities are available within the sphere of social justice.

Law students are under an immense amount of pressure to succeed. What we often forget is how lucky we are to be in our position, one of power, in that we have so much autonomy to shape our future in whatever we want it to be (the job market aside, that is). Whether you wish to practice corporate law, public interest law (maybe both!) or you have no idea, volunteering opportunities are a fantastic way to put back into the community, whilst assisting you to figure out your path. Whether you look at it from an altruistic perspective or egotistical one, it's a win-win.

Whilst it can be daunting to hear that a lot of Legal Centres have volunteer waiting lists, I strongly encourage all of you to take initiative when it comes to volunteering. Making that one extra nagging phone call has sometimes granted me an opportunity I wouldn't have otherwise received.

I hope this Guide can aid individuals to make a difference to the marginalised or disadvantaged, and continue to inspire students to consider all doors that their law degrees can open. Although this Guide covers the essential information required to apply to positions, I encourage further research. Finding a cause that you are passionate about is what brings utmost joy to volunteering.

An exciting new edition to the LSS Social Justice & Equity portfolio this year is *The Reasonable Observer*. As Fergus discusses on page 11, *The Reasonable Observer* is an online space dedicated to public interest law. On this online space, you will find opinion pieces as well as informative articles about certain topics surrounding the most relevant social issues of our time. If you would like to publish your opinion, or perhaps an essay that you have done as part of your legal studies that may be relevant, please do not hesitate to email me at equitypublications@monashlss.com. Further, if you have an art piece that you would like to submit, *The Reasonable Observer* will also be exhibiting art pieces alongside its written works. Make sure to also like the Facebook page to keep up to date with relevant news and published pieces.

This year, we made an intentional decision not to print this Guide in contrast to previous editions. As a Social Justice publication, it did not feel right to print this publication when it could just as easily be accessed on the internet. For this reason, this Guide can be accessed via PDF, downloadable from the Monash LSS website or, through an interactive website that lets you scroll through this publication like an online magazine.

I would like to thank all who contributed to making this Guide. It has been such a pleasure working together to create such a valuable resource for students. Let us continue to have a strong presence within the community and use our Monash law degrees to make a difference to those who need our help most.

Millie Clayton
Social Justice and Equity Publications Officer
Monash Law Students' Society

Acknowledgements

Director of Social Justice & Equity: Fergus Calwell
Editor In Chief: Millie Clayton

Thank You

We would like to extend our thanks to everyone involved in creating this publication.

Disclaimer

The Monash Law Students' Society has at all times endeavoured to provide the most up-to-date information in the 2017 Social Justice and Equity Guide. However, we cannot fully ensure the accuracy of the information contained. We strongly recommend that students independently research facts and dates and do not rely solely on the 2017 Social Justice and Equity Guide.

Further, students should note that information might be subject to change. The Monash Law Students' Society takes no responsibility for the accuracy of information contained within the Guide. The onus is on the individual to ensure compliance with application deadlines. Please contact the Law Faculty should you have any questions regarding units offered.

CHAPTER

1

**OPPORTUNITIES
AT MONASH**

Monash Law Students' Society

Social Justice and Equity Portfolio

By Fergus Calwell, Director of the Social Justice & Equity Portfolio

The Monash Law Students' Society firmly believes that an individual's background or circumstances should not limit their achievements in higher education (or in life). A student's excellence in their studies should not be limited by their socioeconomic background, race, religion, gender, disability, sexuality or family. Understanding this, the Monash LSS established in the Social Justice & Equity (SJE) portfolio to advance social justice in the law and provide opportunities for Monash law students to get involved and practise the skills they will use as tomorrow's advocates.

In 2017, the portfolio is growing, with new seminars and events and more collaboration with students and other universities. Here is a snapshot of what my SJE team and I have planned for the year.

Social Justice Seminars

This year, we will hold two series of 3 seminars on a variety of important topics, one series in each semester. In Semester 1, we will hear from speakers on the topics of Animal Welfare & the Law, Environmental Law, and Gender Diversity in the Law. Our Semester 2 seminars will be on the topics of Family Violence, Refugees & Asylum Seekers, and Indigenous Australians & the Law. At each of these seminars, students will hear from professionals who work in the law and with these stakeholder groups/interests. This is a chance for anyone interested in any of these areas to learn from experts about the issues of today, how to get meaningfully involved (volunteer opportunities), and maybe how to get into a career in the field.

Just Leadership Program

In its eighth year in 2017, the Just Leadership Program is the Monash Law Students' Society's flagship leadership program for Monash law students. Students selected to participate in the JLP will be divided into groups, allocated a social justice topic and tasked with creating a project in the area. In the past, groups have collaborated with community legal centres (CLCs), published policy articles and written submissions to parliamentary and law reform inquiries. The program's 10 seminars will play host to an astounding list of Australian legal professionals. Past highlights include Judge Amanda Chambers (President of the Victorian Children's Court), advocate and barrister Julian Burnside, and the Hon. Michael Kirby AC CMG.

Our JLP Co-ordinators are currently accepting applications. Applications will close on Friday, 24 March. Please see the Monash LSS website and Facebook page for more details.

The Reasonable Observer

An exciting addition to the SJE portfolio in 2017 is our new social justice and equity-themed blog. As a re-launch of the old Clayton's Law, *The Reasonable Observer* is an online space dedicated to social

justice issues with a predominantly legal perspective. We are inviting all students across a range of disciplines (not just law students) to submit pieces for publishing. We aim to empower students by providing this platform upon which they can engage their peers and lead the conversation in an area of their interest. We hope to host a healthy dialogue on today's social and legal issues, so we encourage a vast array of opinions. Please note, therefore, that any opinions expressed by students on the blog are not views expressed by the editor or by the Monash Law Students' Society.

Please also like *The Reasonable Observer* on Facebook to keep up to date with news articles relevant to social justice and the law, and to get links to the latest blog posts.

Women's and Queer events

We will be hosting a variety of events for our women and queer-identifying students. Firstly, we have our annual and ever popular Women in Law Breakfast, which is a showcase of the achievements and insights of women who have succeeded in the legal profession. Previously, we have been privileged to hear from women barristers, Supreme Court judges, and the former President of the Law Institute of Victoria. Keep a look out on the Monash LSS Facebook page for announcements of other women's events later in the year.

As many students would already know, we have our first ever Queer Officer on committee this year. As a result, we will be hosting our first Queer Networking Night in collaboration with the Melbourne University LSS. This will be a chance for queer students and allies to network with LGBTIQ+ lawyers and other professionals in a safe and fun space.

Textbook Equity Grants

The Monash LSS recognises that financial and other personal circumstances may place an unwarranted strain on student wellbeing. Since we believe that students should be restricted by such circumstances, we award Textbook Equity Grants to support students in purchasing their textbooks and learning materials. Applications are assessed individually on their merits and demonstration of financial need. We are proud to offer these grants in conjunction with Legibook and the Monash Faculty of Law. Grants for semester 1 have already been finalised. Applications for textbook equity grants for semester 2 will open in the July break. Head to the Monash LSS website for updates and further information.

Monash Law School Clinical Legal Education Programs

What are Monash Clinical Legal Education Units?

The Clinical Legal Education Units enable students to work with real clients and real cases at one of the Law School's two community legal centres. In this way, students can put the knowledge learned in the classroom into a practical context. They can learn vital skills relating to the practice of law and provide an important service to the community. The subjects are taken as law electives and add a social and practical dimension to students' academic knowledge. Subjects are either 6 or 12 credit points.

Objectives of the Clinical Legal Education Program:

1. To provide Monash Law students with the opportunity to participate in real legal clinics under professional supervision
2. To raise student awareness of matters affecting the legal rights of those clients attending the clinics
3. To enable students to participate in a range of law and social reform projects
4. To assist students to participate in research on the administration of justice and the provision of legal services to the community

What units are available?

LAW4328: Professional Practice

This 12-credit point unit allows you to undertake practical placement as part of your law degree at a Monash University associated community legal centre. Engagement in this program requires students to use and apply the skills they have learned to real legal issues and client problems.

Involved activities may include client interviews, individual management of files, writing letters of advice or negotiating and advocating on behalf of your clients. Management of client files is the responsibility of the student however all activities are supervised by a registered legal professional. Participation in this unit allows students to improve their communication skills, critically analyse the adequacy of the law and legal processes and to apply theoretical knowledge to 'real-life' scenarios and issues.

The workload for this unit involves:

- One half-day legal service session per week for 19 weeks (including non-teaching period)
- One and a half days per week client follow-up and case management
- One 2-hour seminar for 10 weeks

The assessment for this unit involves:

- Practical legal service work (80%)
- Community engagement (20%)
- Ungraded SFR (Satisfied Faculty Requirement) for fortnightly reflective journal entries.

Am I suitable for this role?

For students who commenced their law degree in 2015, you must complete certain prerequisites before commencement:

- Foundations of Law
- Criminal Law 1
- Public Law and Statutory Interpretation
- Constitutional Law
- Contract A and Contract B
- Torts
- Property A

For students who commenced prior to 2015, you must complete the following before commencement:

- Introduction to Legal Reasoning and Research and Writing
- Contract A and Contract B
- Criminal Law and Procedure A and Criminal Law B

LAW4803: Clinical Externship

In this six-credit point unit, students will be positioned in a legal clinic hosted by an external organisation. Students will fine-tune their legal research and writing skills; and will research ethical, professional and strategic considerations in the practice and application of the law. External organisations include:

1. South Eastern Centre Against Sexual Assault (SECASA)/Springvale Monash Legal Service Clinic: - (4 places, all clinical periods), this clinic offers legal services to victims of sexual assault and abuse.

Assessment: Performance of responsibilities at clinic: 80% and written report: 20%

2. Holding Redlich Human Rights Clinic - in conjunction with the Castan Centre for Human Rights. Students are required to undertake a range of tasks associated with litigation involving human rights in the broadest sense - everything from compensation for workplace injuries and discrimination to assisting asylum seekers and elderly victims of fraud and predatory lending. Immediate casework supervision is provided by the law firm and academic coordination by a member of staff.

Assessment: Performance of responsibilities at clinic: 80%, Research Paper: 20%

3. Family Violence Clinic - Students provide assistance to victims of family violence by attending the court on family violence list days and assisting the duty lawyer to help clients make victims of crime applications to the Victims of Crime Tribunal. This clinic is based at Springvale Monash Legal Service.

Assessment: Performance of responsibilities at clinic: 80% and Research Paper: 20%

4. JobWatch Clinic - Students are based at JobWatch in the city. Students receive extensive training and support to give procedural advice via telephone in relation to various employment law issues. Students may also assist with legal education materials.

Assessment: Performance of responsibilities at clinic: 80% and Research Paper 20%

5. VCAT Self Help Centre Clinic – This clinic is open to undergraduate and JD students who will be assisting in the Self Help Centre one full day each week (over a 12-week period). Students will; provide legal information to unrepresented parties whilst assessing their legal needs (triage), provide

information on alternative dispute resolution options, collate and develop written and web-based materials to assist unrepresented parties and make appropriate referrals.

Assessment: Performance of Responsibilities: 30% and Research Paper (3,500 words): 70%.

6. King Wood Mallesons Corporate Social Responsibility Clinic - This unit involves students providing general advice on corporate governance and/or corporate social responsibility issues. This includes; providing advice to not-for-profit organisations concerning relevant regulatory regimes and preparing and presenting reports to ASX listed companies addressing ASX corporate governance principles, other governance or corporate social responsibility issues.

Assessment: Performance of responsibilities at clinic: 80%, Research Paper (1000-1500 words) 20%

7. Supreme Court of Victoria Externship- Students participating in this program work with judges and other staff members of the Supreme Court of Victoria. Students will attend the Supreme Court of Victoria for one half day each week over a 12 week period. Places are very limited. Candidates must submit an online application and attend an interview if shortlisted.

Assessment: Oral presentation: 40%, Research Paper (1000-1500 words): 20% & completion of Legal Media Diary: 40%

8. County Court of Victoria Externship Students participating in this program will work with judges and other judicial staff members of the County Court of Victoria as well as faculty members from Monash University. Students will attend the County Court of Victoria for six full days across the semester. Part one of the placement will have students working alongside a judge and part two of the placement will have students individually attending Court to observe hearings as part of their private study in preparation for the completion of their research paper. This clinic is being piloted in 2017.

Assessment: Oral presentation: 40%, Research paper based on court observations (1000-1500 words): 20% & completion of Legal Media Diary: 40%

Please contact the Law Faculty for further information. See: <http://www.monash.edu/law/about-us/legal/cle-archived/undergraduate-units>

Am I suitable for this role?

For students who commenced their law degree in 2015, you must complete certain prerequisites before commencement:

- Foundations of Law
- Criminal Law 1
- Public Law and Statutory Interpretation
- Constitutional Law
- Contract A and Contract B
- Torts
- Property A

For students who commenced prior to 2015, you must complete the following before commencement:

- Introduction to Legal Reasoning and Research and Writing
- Contract A and Contract B
- Criminal Law and Procedure A and Criminal Law B

Note: Students intending to undertake the Sexual Assault Clinic or Family Violence Clinic must have completed LAW4328 (or LAW5216), LAW4330 (or LAW5218) or LAW5050. In other clinics, preference for a placement will be given to students who have completed these units.

LAW4330: Family Law Assistance Program (FLAP)

FLAP is a 12-credit point unit which allows students to further develop their knowledge, understanding, practical skills and experience in the specific area of family law.

Over the course of 17 weeks students are required to manage and oversee their own family law case files whilst under the supervision of a family law practitioner. This involves students drafting documents, advising, interviewing and managing clients, briefing counsel, and in appropriate cases attending court to instruct counsel whilst maintaining correspondence and professionalism at all times.

Students also attend the duty lawyer service at the Dandenong Family Court each Monday to assist and advise unrepresented litigants.

Students acquire many practical legal skills including the ability to undertake and apply legal research and the ability to create, maintain and attend to all substantive and procedural aspects of running a family law matter. Students also gain a greater understanding of family law and its application to real life problems and hone their advocacy, communication skills and ability to negotiate acceptable outcomes for their clients. Participating students gain experience in a wide range of areas including property division, divorce and making arrangements for children.

The workload for this unit involves:

Minimum total expected workload to achieve the learning outcome for this unit is as follows:

- One full day orientation and family law seminar and regular one-to-one tutorials
- One half-day client interview session per week at FLAP for 17 weeks (including during the non-teaching period)
- Participation in seminar program for 6-8 weeks involving 2 contact hours per week
- 14 hours per week for client-group consultations, private research and casework

The assessment for this unit involves:

- Performance of responsibilities at clinic: 70%
- Research paper on a topic to be approved by clinical supervisor (1500 words): (30%)

Am I suitable for this role?

For students who commenced their law degree in 2015 or later, you must complete the following units before commencement:

- | | |
|---|-----------------------------|
| • Foundations of Law | • Contract A and Contract B |
| • Criminal Law 1 | • Torts |
| • Public Law and Statutory Interpretation | • Property A |
| • Constitutional Law | |

For students who commenced prior to 2015, you must have satisfied the following prior to commencement:

- Introduction to Legal Reasoning and Research and Writing
- Contract A and Contract B
- Criminal Law and Procedure A and Criminal Law B
- Torts A and Torts B

Further, one of the following is required:

- Completion of a prior placement at FLAP as part of an earlier Monash family law unit
- A minimum of 12 weeks volunteering at FLAP for one day per week
- Completion of Professional Practice

For further information, enrolment details and census dates:

<http://www.law.monash.edu.au/about-us/legal/cle/index.html>

Testimonial: Family Law Assistance Program

By Stephanie Koumbarakos

Since completing my placement at the Monash Oakleigh Legal Service Family Law Assistance Program (FLAP) over summer 2015-2016 I've recommended the program to many friends as a major highlight of my time studying law Monash University.

While at FLAP I thoroughly enjoyed advising clients at the walk-in service at the Dandenong Federal Circuit Court (DFCC). Not knowing what issues clients would present and being required to 'think on my feet' made this a diverse and exciting experience. Student were given an opportunity to develop client interview skills to decipher the legal and non-legal issues. Students then relay the clients legal issue to the supervising solicitor who will give advice. This was an invaluable experience as most of the practical skills learnt at FLAP are skills that are not taught through Socratic legal education but are essential for any future lawyer.

At FLAP I was exposed to a significant aspect of lawyering that is omitted in law school, that is, dealing with client emotions. At FLAP students are assisting clients in sensitive family law matters. Sometimes the FLAP team members are the only confidants that the client has and so naturally students are required to manage emotional clients experiencing frustration, fear and some who are reduced to tears. Therefore, developing good rapport with clients was an essential first step in delivering sound legal advice. Some clients have no idea what to expect of the legal system and require guidance. Other clients have their own expectations of what the legal system should deliver. Therefore, bridging the gap between the clients expectation, the available legal recourse and the likely outcomes in court can be difficult. Therapeutic Jurisprudence theories, the comprehensive law movement, procedural justice and encouraging client self-efficacy were good tools in this context. Building trust with the client can see the client and student acting as a team to pursue good legal outcomes for the client. In this sense, it is obvious that FLAP achieves its aim to 'help those who help themselves'.

One of the most rewarding aspects of the FLAP Program is feeling that you have made a small but positive impact on the client. I worked closely with a client at Dandenong Federal Circuit Court, rather than at the office, to urgently finish her legal documentation for immediate submission at court. After finishing the work, the client acknowledged the difficulty in preparing these documents under pressure and she genuinely thanked me for assisting her throughout her matter and asked me to attend the court to support her.

I was fortunate to undertake this placement with a great group of students. Our team was a unique mix of students of different ages, backgrounds and experiences which added to our great dynamic. FLAP was also a good opportunity to get to know peers outside the Law Library and some of us still keep in contact a year on.

Monash Law Students' Society Just Leadership Program 2016

What is the Monash LSS Just Leadership Program?

In its eighth year in 2017, the Just Leadership Program is an initiative of the Social Justice & Equity portfolio of the Monash LSS. This year's program seeks to build on the strengths of previous years by providing two key benefits for students who are selected to participate.

Firstly, the program affords participating students the opportunity to liaise with, listen to and learn from notable professionals who work closely with important social justice issues. The calibre of speakers has been, and continues to be, a key element to the success of the program. Bound by a legal focus, participants are invited to engage with guests and organisations that are innovative, practise ethical leadership and promote social justice in the community. This allows students to utilise a social justice frame of reference throughout their future careers.

The topics covered will be the rights and laws concerning Children & Youth, Women, the Environment, Animals, Homelessness, Asylum Seekers, the LGBTIQ+ community, Indigenous Australians, Disability & Mental Health. Moreover, the program will continue its focus on domestic violence as a cause of concern primarily among women and children, and as a root cause of homelessness.

Speakers in previous years have included former High Court Justice Michael Kirby AC CMG, Victorian Supreme Court Chief Justice Marilyn Warren AC QC, former Attorneys-General Rob Hulls and Robert Clark, human rights advocates David Manne, Julian Burnside QC, and Andrew MacLeod.

Secondly, alongside the seminars, participating students will be allocated in small groups to one of the covered topics, and will be required to complete a group project. In the past, projects have included blogs, written law reform submissions, public policy articles published in Clayton's Law and Lot's Wife. The project presents an opportunity for students to further broaden their skill base whilst pursuing social justice interests.

Am I suitable for this?

Students will be selected on the basis of their work experience, extra-curricular activities, career objectives and interests. Undergraduate and Juris Doctor students of all year levels may apply, and students with a commitment to social justice and who are comfortable working in a team are encouraged to apply.

Contact Information

Jayson Broadway and Caresse Constandinides

E: justleadership@monashlss.com

Testimonial: Just Leadership Program **By Caresse Constandinides**

I first stumbled upon news of the Just Leadership Program in the Monash Law Student Gazette, which—in all honesty—I rarely open. I suppose on that day I thought I ought to be more involved in the opportunities that Monash has to offer. JLP captured my interest, one – because I hadn't missed the application deadline; and two – because of its debut inclusion of an Animal Law and Justice seminar. I'm a staunch animal welfare advocate. Yet, as a second year student, so far the only animal-law-esque thing I had encountered at uni was Lenah Game Meats. Needless to say, I was excited to learn that Monash had put animal law on the social justice agenda.

That's what sparked my interest, but what I took from the Program was a whole lot more. The weekly seminars exposed me to different areas of law and a variety of important social justice issues. What I found most rewarding was learning about these issues from real professionals with real experiences. JLP presents a very unique opportunity to converse with esteemed professionals such as Julian Burnside QC, and The Hon. Amanda Chambers in an intimate environment. Their insights into their respective fields and career advice were invaluable.

JLP also offers participants the opportunity to work within a small group on a project related to a particular area of social justice. Groups are given complete autonomy to design the project themselves. Ideas ranged from policy pieces to blogs to volunteer work at NGO's and community legal centres. And while—let's be honest—teamwork can be challenging, swapping ideas and building friendships with students of different year levels, backgrounds and experiences is a really interesting and rewarding aspect of the Program. Plus, teamwork is a lot more fun when it concerns say asylum seeker rights rather than the rights of shareholders.

I feel privileged to be coordinating the 2017 Program, alongside Jayson Broadway. We intend to maintain the prestige of the Program by delivering a variety of high-calibre speakers and implementing a few small changes to make the Program stronger. For example, this year JLP will run over semesters 1 and 2 so that group projects have time to flourish. I am very much looking forward to the JLP year ahead.

Monash SEED

What is Monash SEED?

Monash Socio-Economic Engagement and Development ('SEED') is a budding student collective that focuses on social enterprise and microfinance. In short, SEED aims to educate and equip students to coordinate their skills and passions in order to produce positive social impacts.

They believe that these days it's far too common to encounter law students who are disillusioned with the one-dimensional career pathway that law supposedly leads to – that is, working at a top-tier commercial law firm.

One of the many aims of SEED is to educate its members that there are alternative career pathways. Don't let the terms social enterprise and microfinance scare you off, as it is SEED's objective to explain not only what these terms mean but also how they can apply in the real world.

Social enterprise

To put it simply: a social enterprise is an organisation that applies commercial strategies to maximise improvements in human and environmental well-being.

In order to achieve its objectives in raising awareness of the benefits of social enterprise, SEED conducts numerous events that range from bringing in industry professionals to speak about their experiences, to hosting casual gatherings at social enterprises. Last year SEED held a Social Enterprise Incubator which allowed small groups of students to follow a comprehensive 5 week program to equip them with the necessary skills to kick start their own social enterprise. In addition, their Thankyou Water campaign at Monash University demonstrates another grassroots strategy of which yielded over 500 signatures.

Microfinance

The crux of microfinance is to provide high quality financial services to poor households, here and abroad – think of it as a 'leg up' instead of a 'hand out' (c.f., donations).

What tasks will I undertake?

SEED provides education seminars conducted by professionals as well as a plethora of practical opportunities – namely, its Impact Trips. Currently, SEED runs two separate Impact Trips, one in Cambodia and the other in Fiji, with the intention of adding more. Participants will join a supportive network that provides training and other volunteering-related skills. These trips provide unique opportunities for volunteers to immerse themselves in different cultures whilst working on building communities and teaching financial literacy; both of which are integral to constructing sustainable societies.

For those that enjoy solving problems, especially those that a microfinance institution may encounter, SEED runs an annual joint competition with The University of Melbourne known as the Global Microfinance Case Competition.

Am I suitable for this role?

SEED absolutely does not lend itself to appealing to only one or a selective number of disciplines – its students span across disciplines ranging from Arts, Laws and Education to Engineering, I.T and Medicine. More emphasis cannot be placed on the following statement: you do not need to have any knowledge in the above concepts; SEED is here and happy to help. The bottom line is that SEED aims to appeal to anyone that is passionate and enthused about making a positive social change. Furthermore, SEED aims to highlight that the notions that are attached to social enterprise and microfinance can indeed be extrapolated and applied to a myriad of disciplines and industries.

If you're passionate about making a positive social impact then SEED wholly encourages you to get involved in any of the activities mentioned above.

Contact Information

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T: 0406 707 155

E: sponsorship@monashseed.org

What is being a part of SEED like?

“My initial interest in SEED stemmed from a desire to learn more about the issues revolving around socioeconomic development. It is one of those topics that one hears about often, discussed within different contexts – in the suburbia of Melbourne or a distant nation, and by a range of people with different expertise and opinions.

I found myself confronted and intimidated by the multi-faceted conversations on development-related problems, such as poverty and inequality. I knew that it is important to be a part of a space where I can learn about socioeconomic development, before I even plan on using my skills – admittedly limited - to do something about matters that I care about.

Further, SEED seeks involvement from students with a range of backgrounds such as engineering, health, economics, arts and science. The beauty of SEED is that any student can engage with the club. I was sold.

Throughout my time with SEED, it has been fantastic to be able to meet students who are passionate about socioeconomic development, and listen to their gems of wisdom and diverse ideas. Moreover, to help nurture students' skills, SEED has ample opportunities within its Microfinance and Social Enterprise branches. I always find myself learning something fascinating every time I speak to someone from the different activities offered within each branch.

I thoroughly enjoy my time with SEED, and I look forward to seeing the club flourish and thrive in years to come, as it provides a much-needed grounding and support for those who would like to delve further into solutions that create socioeconomic empowerment.”

- Jane Shaw

CHAPTER

2

**COMMUNITY
LEGAL
CENTRES**

1. General Community Legal Centres

Brimbank Melton Community Legal Centre

What is Brimbank Melton Community Legal Centre?

The Brimbank Melton Community Legal Centre (BMCLC) provides free legal services to people who live, work or study in the Brimbank, Melton and Bacchus Marsh communities. Many of their clients are from highly disadvantaged backgrounds. Their work falls into four main categories: legal information and referrals, legal advice and case work, community legal information, submissions and advocacy. Their core practice areas include; infringements, family violence, family law, debt and summary crime.

What tasks will I undertake?

Volunteer paralegals at BMCLC assist in a wide variety of tasks, including:

- Initial client contact, referral and information
- Assisting solicitors in casework and court applications
- Administrative tasks
- Legal research
- Drafting documents and preparing briefs
- Court attendances with a BMCLC solicitor

Am I suitable for this role?

Applicants must have a strong desire to work in a legal or social justice environment and to work with clients who are disadvantaged.

How and when can I apply?

Intake for volunteers is year round and depends on the needs of BMCLC. Email your resume and a cover letter explaining a bit about yourself and why you want to volunteer to legal@communitywest.org.au.

Contact Information

31-35 McKenzie Street
Melton VIC 3337

T: (03) 9747 5240

E: legal@communitywest.org.au

info@comm-unityplus.org.au

Level 1, 358 Main Road West
St. Albans VIC 3021

T: (03) 8312 2020

Casey Cardinia Community Legal Service

What is the Casey Cardinia Community Legal Service (CCCLS)?

The CCCLS services clients in the Casey, Cardinia and Dandenong catchment area. They provide legal advice, casework, financial counselling and referral to community organisations.

What tasks will I undertake?

Students will assist administration staff with input of client information on the client database, drafting client letters and other administrative tasks. Students may also be required to undertake research to assist solicitors.

While students are not allowed to provide legal advice to clients themselves, they will observe client consultations and have the opportunity to discuss things like interview techniques with lawyers.

Additionally, students may receive a position assisting a CCCLS duty lawyer with family violence intervention orders at the Dandenong Magistrates' Court. Here, students will have the opportunity to engage with clients and court staff to assist with their matters, and draft documents where necessary.

Am I suitable for this role?

Students in any year level may apply. Volunteers will possess knowledge of the local catchment area and will have demonstrated written, verbal and communication skills as well as strong legal and policy research skills.

How and when can I apply?

Students should contact the volunteer co-ordinator with an expression of interest. Include details of your year level, a cover letter and CV. Expressions of interest are accepted all year round, but students should note that the waiting list can reach and even exceed 12 months.

Contact Information

42 Claredale Road

Dandenong VIC 3175

T: (03) 9793 1993

E: Caseycardinia_Legal@clc.net.au

Darebin Community Legal Centre

What is the Darebin Community Legal Centre?

Darebin Community Legal Centre (DCLC) provides free legal advice by appointment to people who live, work or study in the Darebin region. The service provides initial advice in areas of law that fall within the casework guidelines which are available on the DCLC website. The DCLC also co-ordinates various programs, including the Darebin Intervention Order Service, Prison Outreach Program and Legal Outreach to Indigenous Organisations.

What tasks will I undertake?

Front Office

- The front office is staffed by volunteers Monday to Thursday
9:30am -1.00pm & 2.00pm - 4.30pm
- The duties vary from reception, administrative tasks and data entry to providing information and referrals to clients

Night Service

- Volunteers staff the night service on Tuesday and Wednesday nights between 7pm – 9pm
- The team consists of a night coordinator, community volunteers and legal volunteers
- The legal volunteer gives legal advice to the client and is required to have a practicing certificate or be a graduate about to be admitted
- The community volunteer assists the client, undertakes administrative tasks and refers them to community services. Community volunteers must begin in the front office.
- Traditionally, the community volunteers must begin in the front office, however applications may be accepted from people outside the Centre if required.

Project Work

- Volunteers working with the Community Legal Education worker on community education

Am I suitable for this role?

Requirements vary depending on the role. More information can be found in the position descriptions of the advertised position on the DCLC website.

How and when can I apply?

Check the Darebin Community Legal Centre's website for vacancies and instructions on how to apply.

Contact Information

732 High Street

Thornbury VIC 3071

T: (03) 9484 7753

E: volunteers_darebin@clc.net.au

Testimonial: Darebin Community Legal Centre **By Navina Samuel**

Volunteering at the Darebin Community Legal Centre has been the highlight of the two years that I have been at Monash Law School. The Darebin Community Legal Centre provides free legal advice to disadvantaged groups in the community. I have been volunteering at the Darebin Community Legal Centre since June 2016. I have been volunteering in the Front Office; however, volunteers have the opportunity to volunteer in the other services offered by the Darebin Community Legal Centre, including the Darebin Intervention Order Service, Reservoir Outreach, and Prisons Outreach.

In the Front Office, I handle client enquiries, both in person and over the telephone, interview clients, provide legal information to clients, provide referrals to clients to other legal centres and local agencies, and conduct general administration. In the Front Office, I have been privileged to gain experience in working with lawyers and other legal support staff on varied legal matters. Many of the clients of the Darebin Community Legal Centre are economically or socially disadvantaged, whereby the legal services, provided by the lawyers and legal support staff, are indispensable to the community. I have been inspired by the diligence of the staff at the Darebin Community Legal Centre. Their determination to achieve justice for those in the community, who do not have access to paid legal services, has instilled in me the same determination. I have been highly rewarded in the Front Office. It is true that I have gained skills, but I would regard the greater reward to be that I have gained insight, insight into the law, and insight into the community. I would highly recommend that you volunteer at a community legal centre, as it is an opportunity to understand the law, and to understand how the law can serve your community.

Eastern Community Legal Centre

What is the Eastern Community Legal Centre?

Eastern Community Legal Centre (ECLC) offers free legal assistance from its offices in Box Hill, Boronia and Healesville during the day, and also at various outreach locations across Melbourne's east at night. ECLC is committed to reform that achieves equality and social justice within the legal system for communities and for people experiencing disadvantage.

What tasks will I undertake?

There are a variety of roles on offer at ECLC, each with unique tasks and position descriptions. This includes:

- Volunteer Reception, Information and Referral Worker
- Volunteer Night Service Paralegal
- Volunteer Paralegal – Intervention Order Support Service
- Volunteer Worker – Deakin Legal Service
- Volunteer Night Service Coordinator
- Casework Volunteer – Tenancy Advice and Advocacy Program
- Volunteer Project Worker (paid position)

Am I suitable for this role?

Students in any year level may apply. Students must be sensitive to people, willing to help and have good written and organisational skills.

Generally, eligibility for both the Intervention Order Support Service at Ringwood Magistrates' Court and Casework Volunteer requires previous experience gained through other volunteer programs at the Centre.

How and when can I apply?

To apply for a position or express interest in undertaking a specific project, please forward a cover letter outlining your skills and experience and a current resume to volunteers@eclc.org.au, attention to the Volunteer Coordinator. Your application should also note your preferred location (Box Hill/ Boronia/ Healesville), your position of interest and current availability.

Please note that all voluntary positions are highly sought after and the Centre reviews its requirements on a regular basis. Applications for voluntary positions will be retained on a waiting list for six months with applicants contacted if a suitable position becomes available.

Contact Information

Suite 3, Town Hall Hub

27 Bank Street

Box Hill VIC 3128

T: (03) 9285 4822

E: volunteers@eclc.org.au

Please note: All information stated above is directly sourced from the website: <http://eclc.org.au/>. Please refer here for further information.

Fitzroy Legal Service

What is the Fitzroy Legal Service?

FLS provides free legal advice to a vast area surrounding Fitzroy, and regularly receives clients from other CLCs without the capacity to provide the necessary level of drop in advice services at night. FLS operates five nights per week and publishes the 'Law Handbook' annually.

What tasks will I undertake?

Volunteers may be involved in one or more of the following ways:

- free legal advice service: lawyers, law graduates and final-year law students provide legal services covering a very wide range of clients and issues;
- day practice: lawyers, law graduates and final-year law students who assist paid staff with their work at both our office and at the Neighbourhood Justice Centre, and
- other work including administrative assistance, legal and social science policy research.

Am I suitable for this role?

- Previous experience is beneficial, but not necessary as training is provided
- Knowledge of languages such as Chinese, Arabic, Dinka, Vietnamese and Swahili is helpful

How and when can I apply?

If you think that you are the right person to volunteer for the FLS, or have an idea that you would like to suggest, you can complete a volunteer application form. If you do not already have an account on the FLS website, you will first be asked to create one. You will be required to upload a CV with your application so please have that ready to go before you begin.

Contact Information

126 Moor St, Fitzroy VIC 3065

Fitzroy, VIC 3065

T: (03) 9419 3744

E: enquiries@fitzroy-legal.org.au

Flemington and Kensington Community Legal Centre

What is the Flemington and Kensington Community Legal Centre (FKCLC)?

FKCLC provides legal advice, information, referral, and ongoing casework assistance in general criminal, civil and immigration matters. It is also involved in law reform and community legal education.

What tasks will I undertake?

Tasks differ for each role, but include:

- Working on case files
- Interacting with third parties in relation to case files
- Sitting in on interviews where appropriate
- Being the first contact for clients via phone and walk-ins to the centre

Am I suitable for this role?

- Students in any year level may apply, though they must be 18 years of age
- FKCLC volunteers need good communication skills, an openness to diversity and other peoples' values, and a willingness to be challenged and to learn
- FKCLC is open to people from a diverse range of ages, work, education and life experiences
- Volunteers must have experience in some aspect of the organisation (administrative tasks, community development or education, legal advice, casework etc.)

Minimum commitment: 100 hours or one day per week for 3 months or one day per fortnight for 6 months.

How and when can I apply?

Download application form at http://www.communitylaw.org.au/flemingtonkensington/cb_pages/volunteers.php to submit with your CV and any other supporting documentation. After the interview process, successful candidates will be required to attend training sessions.

Contact Information

22 Bellair Street

Kensington, VIC 3031

T: (03) 9376 4335

E: volunteer@fklegal.org.au

Please note: All information stated above is directly sourced from the website:

http://www.communitylaw.org.au/flemingtonkensington/cb_pages/about_us.php. Please refer here for further information.

Moonee Valley Legal Service

What is the Moonee Valley Legal Service?

Moonee Valley Legal Service provides free legal advice, information, referral and ongoing casework assistance to anyone who lives or works within the City of Moonee Valley.

The Centre provides a generalist service, however also focuses on family, multicultural and financial counselling issues. The service benefits and empowers the community, and assists disadvantaged or disenfranchised people to be more knowledgeable about the law. This approach gives clients more confidence to be proactive in their dealings with the legal system.

What tasks will I undertake?

Student volunteers will assist in the following areas:

- Legal research
- Administrative tasks
- Interpretation

Am I suitable for this role?

- Law students in any year level may apply
- A language other than English, while not essential, would be beneficial

Minimum commitment: Half-day each week or a full day each fortnight.

How and when can I apply?

If you are interested in becoming a volunteer of Moonee Valley Legal Service, please fill out a volunteer application form at:

<https://www.mvls.org.au/volunteer>

Once completed, email it to admin@mvls.org.au.

Contact Information

13A Wingate Avenue

Ascot Vale, VIC 3032

T: (03) 9376 7929

E: admin@mvls.org.au

Northern Community Legal Centre

What is the Northern Community Legal Centre (NCLC)?

The Northern Community Legal Centre (NCLC) formed in early 2016 following an amalgamation of the former Broadmeadows Community Legal Service and Moreland Community Legal Centre. The NCLC operates in one of the fastest growing and disadvantaged areas of Melbourne, and has a significant catchment including the Hume City Council, Moreland City Council and Mitchell Shire Council. The

What tasks will I undertake?

Law Student Clinics

Northern Community Legal Centre operates a special circumstances fines clinic on a weekly basis. Students assist the staff lawyers in all aspects of legal file work, including taking instructions, giving advice, record-keeping, correspondence, obtaining expert reports and drafting and submitting legal forms. Students receive training and supervision from staff lawyers and learn fundamental legal skills while helping some of our most disadvantaged clients.

“As a volunteer...you have the opportunity to assist vulnerable Victorians in a supportive working environment, which is why I have loved my time at the Centre. All of the staff are friendly and approachable, and come from a variety of backgrounds—so there are plenty of interesting stories to share. In your role you will have ongoing learning opportunities to further your legal experience. For example, my responsibilities began with writing letters, conducting research, and communicating with clients or government agencies. Over time this progressed to drafting affidavits and interviewing clients, alongside my regular duties.”

Am I suitable for this role?

A demonstrated understanding or commitment to social justice is looked favourably upon as well as strong communication skills with some experience dealing with vulnerable clients.

Minimum commitment: All volunteers must be able to commit to a minimum of one day per fortnight for a period of 12 months.

How and when can I apply?

Application forms are available at

<http://www.northernclc.org.au/volunteers>. To register your interest, complete and return your application form, together with your CV, a cover letter and any other required supporting documentation to: admin@northernclc.org.au

Contact Information

Suites 214/215 (Roof top) Gladstone Park Shopping Centre
(8 - 34 Gladstone Park Drive) Gladstone Park Vic 3043

T: (03) 9310 4376

E: info@morelandclc.org.au

Springvale Monash Legal Service

What is the Springvale Monash Legal Service (SMLS)?

SMLS provides free, confidential legal advice to all members of the community. A mix of caseload, lobbying, education and legal action strategies ensures the community has access to a more holistic form of justice. It also operates a specialist clinic, SECASA (South Eastern Centre Against Sexual Assault).

What tasks will I undertake?

New students who have not completed Clinical Legal Education subjects at SMLS or MOLS will be required to undertake receptionist duties to begin with. This involves observing procedures and being responsible for the intake of clients. After this period, volunteers can undertake:

- Casework
- Interviewing clients
- Advising clients after consultation with solicitors

Am I suitable for this role?

Students in any year level may apply.

Volunteers must also possess:

- Passion and dedication to legal issues with community legal service context
- Strong interpersonal skills
- Good analytical and problem solving skills
- Ability to deal with people from diverse cultures and backgrounds

Minimum commitment: Volunteers must commit to 12 months.

How and when can I apply?

General Volunteer applications can be made via the online application form at <http://smls.org.au/volunteers/>. Please note that these are subject to lengthy waiting lists due to high demand.

Additionally, students may undertake placement through one of the Professional Practice units offered by Monash.

Contact Information

5, Osborne Avenue
Springvale, VIC 3171

Volunteer Coordinator: Trang Nguyen

T: (03) 9545 7400

E: info@smls.org.au

St Kilda Legal Service

What is the St Kilda Legal Service?

St Kilda Legal Service (SKLS) provides free legal advice and casework for people in the Port Phillip, Stonington and Bayside catchment areas. SKLS provides day and night legal services in a number of areas, including family law, criminal law and debt. It also operates specific Drug and Family Violence Outreach services.

What tasks will I undertake?

Students may apply for either the Day or Night service. Duties involve assisting with the provision of legal advice and casework, as well as paralegal and administrative assistance.

Am I suitable for this role?

We give preference to students residing in our catchment area of Stonnington, Bayside and Port Phillip, and who are in their penultimate or final year of their degree.

It is advantageous if students possess:

- Experience in administration, preferably within the legal profession
- Data entry experience
- Commitment to attention to detail
- Sound interpersonal skills
- Commitment to the principles of community legal centres and community development

Minimum commitment: Students must be able to commit to 2-3 hours per week for 6-12 months.

How and when can I apply?

An application form can be downloaded from

http://www.communitylaw.org.au/clc_stkilda/cb_pages/volunteers_recruitment.php. Please note that due to high demand, it is not unusual for students to be on a waiting list for a year or more.

Contact Information

Anthea Teakle

Volunteer & Night Service Coordinator

161 Chapel Street

St Kilda, VIC 3182

T: (03) 9534 0777

E: anthea@skls.org.au

Please note: All information stated above is directly sourced from the website:

http://www.communitylaw.org.au/clc_stkilda/cb_pages/about_us_about.php. Please refer here for further information.

WEstjustice

What is the WEstjustice?

WEstjustice is a community organisation that provides free legal help to people in the Western suburbs of Melbourne. Westjustice helps with a broad range of everyday legal problems including consumer disputes, credit and debt, family law and family violence, fines, motor vehicle accidents, tenancy and more.

WEstjustice have offices in Footscray, Werribee and Sunshine, as well as a number of outreach services

What tasks will I undertake?

WEstjustice relies heavily on the work of legal and non-legal volunteers. Positions may be available for:

- Administrative volunteers (reception duties and general administration)
- Paralegal volunteers (legal research and client casework preparation)

Am I suitable for this role?

Students in any year level may apply.

Skills required from all volunteers include:

- Excellent communication skills
- High attention to detail
- Ability to work as part of a team and independently
- Reliability and punctuality

Minimum commitment: 12 months of volunteering.

How and when can I apply?

If you are interested in volunteering please complete the Volunteer Application Form at <http://www.westjustice.org.au/get-involved#volunteer> and email it along with your resume to admin@westjustice.org.au.

Contact Information

Level 1, 72 Buckley Street

Footscray, VIC 3011

T: (03) 9749 7720

E: admin@footscrayclc.org.au

2. Specialist Community Centres

Association of Employees with a Disability Legal Centre

What is Association of Employees with a Disability (AED) Legal Centre?

The AED Legal Centre provides legal advocacy to people with a disability in the areas of employment, education and training. It provides negotiation services, as well as legal advice, drafting and representation. AED gives priority to matters involving unlawful termination, jobs in jeopardy, wages disputes, working conditions, bullying and harassment and public interest cases.

The Programs:

The Night of Justice Program: Wednesday nights from 6.30 pm, assisting people who experience difficulties in education and/or employment on account of their disability.

Student Placement Program - places are only offered if supervision can be provided.

What tasks will I undertake?

Night Service volunteers are involved in a broad range of tasks including:

- Attending client interviews, conciliations and hearings
- Drafting legal advices to solicitors
- Drafting complaints to Australian Human Rights Commission, Victorian Equal Opportunity and Human Rights Commission and Fair Work Commission
- Drafting applications to Victorian Civil and Administrative Tribunal (VCAT), Federal Court and Federal Circuit Court
- Drafting communications including emails and letters to clients, respondents, respondents' solicitors, court registrars and others
- Updating client files, returning telephone calls and identifying the nature of the client query

Am I suitable for this role?

The qualities that are highly valued are reliability and commitment to attending regularly. Most importantly, volunteers need to demonstrate empathy or understanding of the needs of people with disabilities. As such, people with disabilities are encouraged to apply at their service.

How and when can I apply?

Interested applicants can submit an expression of interest and attach their resume by email.

Contact Information

Suite 4 Level 9

276 Flinders St

Melbourne 3000

T: (03) 9639 4333

E: noni.lord@aed.org.au

Please note: All information stated above is directly sourced from the website: <http://www.aed.org.au/>. Please refer here for further information.

Consumer Action Law Centre

What is the Consumer Action Law Centre (CALC)?

As a community legal centre, Consumer Action provides free legal advice and pursues litigation on behalf of vulnerable and disadvantaged consumers across Victoria. It is the largest specialist consumer legal practice in Australia. As well as working with consumers directly, Consumer Action provides legal assistance and professional training to community workers who advocate on behalf of consumers.

What tasks will I undertake?

Volunteers will assist with:

- Legal and policy research
- Drafting legal correspondence and court documents
- Assisting in client interviews
- Filing and file summaries
- Administrative work

Am I suitable for this role?

- Law students in their penultimate or final year of study are preferred
- Applicants should be committed to social justice and interested in the core principles of Consumer Action
- Strong written and verbal communication skills and strong legal research skills are essential

Minimum commitment: One day a week for a period of at least six months.

How and when can I apply?

Volunteers are recruited on an as-needed basis. Due to capacity constraints, CALC is unable to offer a general volunteering program at this time however it would be beneficial to keep an eye out for change on the website at <http://consumeraction.org.au/about/volunteer-with-consumer-action/>.

Contact Information

179 Queen St

Melbourne, VIC 3000

T: (03) 9670 5088

E: volunteerapplications@consumeraction.org.au

Disability Discrimination Legal Service

What is the Disability Discrimination Legal Service (DDLS)?

The Disability Discrimination Legal Service Inc (DDLS) is a state-wide independent community legal centre that specialises in disability discrimination legal matters. They provide free legal services in several areas including information, referral, advice, casework assistance, community legal education, and policy and law reform.

The DDLS undertakes community development research projects to investigate and challenge current social, economic and legislative issues affecting people with disabilities in the community.

What tasks will I undertake?

Student volunteers will undertake reception duties, administrative tasks and drafting correspondence, assisting solicitors with casework and legal research.

Am I suitable for this role?

Due to the high number of applications, the DDLS gives the highest priority to those which show a high level of interest/experience in disability discrimination and who have a legal background. Volunteers with a disability are encouraged to apply.

How and when can I apply?

Volunteer intake is year round and subject to availability.

To apply visit http://www.communitylaw.org.au/ddls/cb_pages/Volunteer_Vacancies.php, fill out the relevant volunteer application form, attach a cover letter and send to the DDLS.

Contact Information

Catherine Britt

Ross House, Level 2

247 Flinders Lane

Melbourne, VIC 3000

E: caseworker@ddls.org.au

Environmental Justice Australia

What is the Environment Defenders Office (EDO)?

Environmental Justice Australia uses their array of legal skills and expertise for the protection of the environment. Their lawyers are involved in matters ranging from toxic waste dumps, habitat protection and protection of your rights to clean air and clean water.

What tasks will I undertake?

There are two programs:

- Day volunteer program (March-November)
Law student volunteers undertake administrative duties such as answering the phone, legal research, casework and various other projects.
- Internship Program (November-February; June-July)
Intern work might include assisting staff with casework, law reform and policy projects, and researching and updating publications.

Am I suitable for this role?

Later year law students and those pursuing additional study in a related field such as science or environmental policy are especially encouraged to apply. Students are required to demonstrate an interest or involvement in this area.

Minimum commitment:

- Day Volunteer Program
Volunteers work one full day per week for a minimum of one semester.
- Internship Program
Volunteers work full-time for 2 consecutive weeks over the summer (between November and February) or over the winter break between semesters (June/July).

How and when can I apply?

Print and submit the application form (along with your CV) available on the website at <https://envirojustice.org.au/volunteer>. Please note that applications for the Day Volunteer Program are now closed for 2017.

Contact Information

Level 3, the 60L Green Building
60 Leicester Street
Carlton, VIC 3053
Volunteer Coordinator: Mandy Johnson
E: admin@envirojustice.org.au

JobWatch

What is Jobwatch?

An employment rights legal centre which operates out of Victoria and provides assistance to Victorian workers about their rights at work. JobWatch is an independent, not-for-profit Employment Rights Community Legal Centre funded by the State and Federal Governments, Office of the Fair Work Ombudsman and Victoria Legal Aid. JobWatch acknowledges and is grateful for their financial support. We are also grateful for the financial assistance of the Collier Charitable Fund.

What tasks will I undertake?

Volunteers provide legal information through a telephone service to Victorian employers and work under a supervisor.

Am I suitable for this role?

Students who are able to demonstrate a keen interest in employment and/or anti-discrimination law are encouraged to apply.

How and when can I apply?

Volunteers are accepted all year round. Send through your CV and an expression of interest using the contact details below.

Contact Information

Level 10, 21 Victoria St

Melbourne VIC 3000

Melissa Favasuli

T: (03) 9662 1933

E: jobwatch@jobwatch.org.au

Testimonial: JobWatch

By Tristan Hocking

I have been volunteering at JobWatch for around eight months now. Each semester they take in a new group of interns and volunteers, so I was lucky enough to join in Semester 2, 2016.

Generally, volunteers at JobWatch provide free legal information through a telephone service to workers from all around Victoria, and now Queensland and Tasmania too. This service runs during office hours from Monday to Friday, and is open until 8.30pm on Wednesday nights. Workers having trouble within their employment give JobWatch a call in order to find out their legal rights, and the options they have available to them. Calls vary in duration from twenty minutes up to over two hours! Volunteers discuss each and every call with the lawyers working at JobWatch, to identify the legal issues at hand. After giving the relevant information, volunteers are required to complete report cards and case summaries following each call. On most days, the phones will be ringing non-stop.

Unfortunately, the most common issues seen within the workplace involve unfair dismissals, discrimination, underpayment of wages and bullying. As a result of this, I have learnt a lot about the legal tests behind each of these issues, and the rights that employees and independent contractors have if placed in that situation. Further, most of the information that we provide to callers actually involves the formalities and procedural steps required be to taken in order to file a claim. This involves referring callers on to other bodies such as VCAT, the FairWork Commission or Ombudsman. Volunteering at JobWatch has certainly opened my eyes to how common the unfavourable treatment of workers really is, and how important it is to be aware of your workplace rights.

The team and culture at JobWatch could not be better. It is a very small working environment, which I love. It has an open-door policy, which is reflected in the attitudes of each the lawyers there. They are extremely welcoming and willing to discuss any queries you may have, and guide you in the right direction. The rest of the volunteers there are all like-minded individuals, keen to lend a helping hand to those who need it most. Most of the time, callers are very grateful for the information you have given them, and cannot thank you enough. This satisfaction from callers makes volunteering at JobWatch a very rewarding experience, which certainly rubs off on the culture of the workplace.

Mental Health Legal Centre

What is the Mental Health Legal Centre (MHLC)?

The Mental Health Legal Centre (MHLC) provides a free and confidential legal service to anyone who has experienced mental illness in Victoria where their legal problem relates to their mental illness. MHLC assists with telephone legal advice, referral and general inquiries about mental health and the law for mental health consumers in Victoria.

What tasks will I undertake?

Volunteers are trained to answer telephone calls and provide legal advice to consumers. Training involves attending three one-hour sessions and observing a session. The Night Service Coordinator will assist volunteers with any calls they receive.

Am I suitable for this role?

The Centre may occasionally have volunteer opportunities for students in 4th Year and above. Volunteers who are prepared to assist with office administration tasks are also strongly encouraged to apply.

Minimum commitment: At least one night service (two hours: 6:30pm – 8:30pm) per fortnight.

How and when can I apply?

To express your interest please send a CV to mhlc@mhlc.org.au.

Contact Information

Postal Address: PO Box 12365,
A'Beckett Street
Melbourne Vic 8006
T: (03) 9629 4422
E: mhlc@mhlc.org.au

Testimonial: Mental Health Legal Centre

By Kirsti Weisz

Volunteering at the Mental Health Legal Centre (MHLC) opened my eyes to a whole new area of the law that is largely unknown. Not many people have heard about MHLC and the centre operates rather quietly but the work they take on is important for many members of our society.

Mental health and the law is a very specific area. Most of the cases MHLC deals with involve compulsory treatment orders where a medical practitioner has ordered for someone to receive a specific treatment. They also deal with fines matters and discrimination cases. MHLC offers a fantastic legal advice line during the evenings that individuals can contact for cases to do with property law, employment law as well as contract and criminal law.

I did not formally apply to volunteer at MHLC. I sent an email explaining why I was interested in this particular area of the law and attached my resume.

A majority of my work at MHLC has been taking calls from clients. It helps to have a good understanding of the many legal services available as MHLC does not take legal information calls during the day so I often have to refer clients to another organisation. I have also called clients to gain information for lawyers and drafted legal letters. An important part of the work is filing and typing up notes from the night service.

The law can have an enormous and, unfortunately, negative impact on people with a mental health issue. I found volunteering in this area incredibly rewarding because I was able to help people navigate what can feel like an overwhelming system. Many of the clients appreciate the time you give them and often they are just grateful to have someone listen to them.

Victorian Aboriginal Legal Service

What is the Victorian Aboriginal Legal Service?

The Victorian Aboriginal Legal Service Co-operative Limited (VALS) plays an important role in providing referrals, advice and information, duty work or casework assistance to Aboriginal and Torres Strait Islander peoples in the State of Victoria. Solicitors at VALS specialise in one of three areas of law: Criminal Law, Family Law or Civil Law.

What tasks will I undertake?

VALS offers volunteers experience in office administration, event management, community development, community legal education, policy, law reform, field officer work and legal services.

Am I suitable for this role?

VALS is seeking people from a range of life experiences, skills and education to volunteer.

How and when can I apply?

If you are interested in volunteering at VALS, download the application form from <http://vals.org.au/> volunteers, then complete and send to vals@vals.org.au.

There are two intake periods per year- February and July.

Contact Information

273 High Street

Preston, VIC 3072

E: vals@vals.org.au

Refugee & Immigration Legal Centre Inc.

What is the Refugee & Immigration Legal Centre Inc (RILC)?

The RILC are Australia's largest provider of free specialist legal assistance to people seeking asylum, refugees and disadvantaged migrants. The RILC advise, assist, educate and advocate.

What tasks will I undertake?

RILC's Research and Administrative volunteers (RA volunteers) come from a variety of disciplines and backgrounds. RA volunteers provide assistance to RILC staff and Migration Agent volunteers.

"I did a range of different work while volunteering and enjoyed the chance to experience a variety of different tasks. A frequent task I really enjoy is filling out visa applications using information from previous applications and entry interviews.

I would have to say that the work I enjoyed most involved country research tasks. I absolutely love learning about the situation, laws, politics and tensions in different countries, and learning more about the world while simultaneously helping asylum seekers has been fantastic. And throughout my volunteering, I had the opportunity to attend Continuing Professional Development sessions."

- Kate Rietdyk

Am I suitable for this role?

For those interested in providing research, administrative or paralegal support to Refugee Legal, there are position descriptions posted on the website. Intakes of volunteers occur every two months or so, depending on gaps in our rosters.

How and when can I apply?

Volunteer recruitment process involves an information session, selection Interview (by phone), reference check & training and induction.

If you have read a relevant position description and are interested in proceeding, you can complete, an application form and submit it with your CV.

Contact Information

Bianca DeToma, (Volunteer Co-ordinator)

Level 6, 20 Otter Street

Collingwood VIC 3066

T: (03) 9413 0160.

E: refugeelegal@refugeelegal.org.au

Villamanta Disability Rights Legal Service

What is Villamanta Disability Rights Legal Service?

Villamanta is a Community Legal Service operating throughout the state of Victoria. Their focus is on intellectual disability. Villamanta's mission is to protect and advance the rights of Victorians who have a disability by advising, informing and representing them and acting as an advocate for disability related legal and justice issues.

What tasks will I undertake?

Law students will carry out research and support the casework undertaken by Villamanta. Volunteers provide assistance with general office/administration work.

Am I suitable for this role?

Students must have a strong Human Rights perspective and a background in office administrative work is looked upon favourably.

How and when can I apply?

Write to Villamanta Disability Rights Legal Service via email addressing why you would like to work for VDRLS and attach a resume and cover letter. Written applications will possibly be followed by invitation to attend an interview with one or two staff.

Contact Information

Building 1b, Level 4
Deakin University
75 Pigdons Road
Waurin Ponds, VIC 3216
T: (03) 5227 3338
E: legal@villamanta.org.au

Women's Legal Service Victoria

What is the Women's Legal Service?

Women's Legal Service Victoria (WLSV) is a not for profit organisation providing free and confidential legal information, advice, referrals and representation to women in Victoria. They specialise in issues arising from relationship breakdown and violence against women. In addition to delivering services to women, they develop and implement preventative family violence programs and influence the development of legal policy and law reform. They also provide education, training and professional development on the law and related areas.

What tasks will I undertake?

Policy & Campaigns Volunteer

Volunteer work is available between 9:00am to 5:00pm Monday to Friday. The work involves assisting their Policy & Campaigns Manager to research law reform and policy issues and other related activities.

Legal Education Volunteer

Volunteer work is available between 9:00am to 5:00pm Monday to Friday. The work involves assisting their Legal Educators to research, design and develop legal education sessions and other related activities.

Administration volunteer

Volunteer work is available between 9:00am to 5:00pm Monday to Friday. The work involves assisting the administration team with the day to day running of the organisation.

Minimum commitment: One day a week for 6 months.

Legal Day Volunteer

Volunteer work is available from 9:00 am to 5:00 pm Monday to Friday to law students. The work includes assisting their lawyers with casework, research and duty lawyer work at the Melbourne Magistrates' Court.

Essential Requirements: Law students must be undertaking third year or above of a law degree, unless the law degree is a second degree.

Minimum commitment: One day a week for 12 months.

How and when can I apply?

Email your CV and cover letter to volunteerapplication@womenslegal.org.au.

Contact Information

Level 10, 277 William Street

Melbourne Vic 3000

T: 03 8622 0600

E: admin@womenslegal.org.au

Testimonial: Women's Legal Service Victoria

By Millie Clayton

What first attracted me to want to volunteer at the Women's Legal Service was that it was female focused. The WLSV only hires women and only helps women and that can be extremely important for those who are disenfranchised and have been in circumstances of domestic violence.

I submitted an application online after first calling the WLSV to ensure they were taking volunteers. I went in to the office the next day to follow up my application however the office was closed. Luckily, when I called back the next day, the HR representative had said she was just about to call me back.

My time at the Womens Legal Service was extremely rewarding. From the outset, I was embraced into such a warm and welcoming culture. First things first, they took a polaroid of me in a silly outfit to place onto the volunteer board. Second, I was introduced to a number of social work students who were aiding lawyers to provide a multi-disciplinary and holistic service to clients. Third, I was given a bunch of research & proof reading tasks. I was shown to the beloved 'volly room' and had become a part of the team immediately. Being around such driven, strong and empathetic women was truly inspiring.

My most valued experience at WLSV was being able to shadow a duty lawyer in the Federal Circuit Court for a day. Together with the duty lawyer and a social services student, I was able to be part of helping a mother stand up against her abusive ex-husband in court to maintain child custodial rights. As the duty lawyer had a bunch of different people to attend to, I provided support to a few women in particular who were having an extremely hard time. I sat with them in court and went over what they were going to say to the judge when called. I helped appease their nerves and provided emotional support just by being there. Being able to see how the law works in practice was eye-opening. I have no doubts that this experience will be a memory I hold close and treasure throughout my entire career.

Young People's Legal Rights Centre Inc. (Youthlaw)

What is Youthlaw?

Youthlaw is Victoria's state-wide free community legal centre for young people under 25 years of age. Youthlaw works to address the legal issues facing young people through legal services, advocacy, law reform and preventative education programs, within a human rights and social justice framework.

What tasks will I undertake?

Volunteer tasks include administrative work, casework support, preparing letters and documents and legal research.

Am I suitable for this role?

Students must be:

- Currently enrolled in or have completed a tertiary degree or post grad course
- In second year or above
- Possess strong verbal and written communication skills
- Have the ability to take direction, follow instructions and use initiative where appropriate
- Willing to commit to regular attendance and overall reliability
- Sensitive to working with young people experiencing disadvantage and marginalisation

Minimum commitment: Volunteer on a weekly basis (either half day or full day) for a minimum of 12 months.

How and when can I apply?

There is an annual intake for their volunteer program. Applications for this year's round are closed but applications for 2018 will open around the end of the year.

Applicants must fill in the volunteer application form at <http://youthlaw.asn.au/get-involved/volunteer/>.

Their application must address key selection criteria, include two referees and be accompanied by a CV. Applications should be sent to volapps@youthlaw.asn.au.

Successful applicants will be contacted to be included on the volunteer roster. Please note that this may include being placed on a backup roster depending on availability of places.

Contact Information

19 King Street
Melbourne, VIC 3000
T: (03) 9611 2412
E: info@youthlaw.asn.au

Testimonial: Youthlaw

By Kirsti Weisz

Volunteering at Youthlaw offers many great advantages. It's hands-on, you talk directly to clients and it allows you to utilise your legal skills to help some of the most vulnerable members of our society. Yet the highlight of working at Youthlaw is the work environment. Everyone is incredibly friendly and caring – and often hand out treats during your shift!

Since volunteering at Youthlaw from March 2016, there has not been a minute I have not enjoyed. I applied to volunteer at Youthlaw through the online application process, which is usually advertised once a year on their website in February. The minimum commitment is a year but I have enjoyed it so much that I'm staying on.

Some days are quiet and only a few calls come through but there have been times when I have had to juggle four different case files at once with a call on hold.

Aside from the administrative tasks like answering the phones and sorting through mail, I have had the opportunity to draft important legal documents including memorandums, briefs for court and special circumstances letters to help clients get their fines revoked and reduced.

The interactions with the clients are always the most rewarding part of the job. For me, the highlight of my shift is going to a client interview and writing up a case file after or calling up clients with good news.

I have also been lucky enough to take on some policy work. If advocacy and policy is an interest for you, there may be some opportunity at Youthlaw but this does not come up often. In this position, I have helped research government policies on youth justice and summarised relevant resources for an online website to be launched soon.

What I have learnt is that no one case is the same. A young person may call up for issues involving employment law, contracts law, criminal law and family law but very few facts overlap.

Youthlaw is a fierce advocate for young people so naturally it's a great place for law students to volunteer. The lawyers are passionate and the work is extremely rewarding so I recommend it to anyone.

3. Rural Community Legal Centres

Barwon Community Legal Service Inc.

What is the Barwon Community Legal Service Inc (BCLS)?

BCLS provides legal advice, referrals to specialist casework services, community education and development to the local community. They also engage in policy and law reform activities. The areas they cover include general law, criminal law, family violence intervention orders, social security (Centrelink), family law and renting and tenancy.

What tasks will I undertake?

Students interact firsthand with in-house lawyers and clients, manage files and complete casework.

Am I suitable for this role?

Students in any year level may apply. BCLS sources the bulk of its student volunteers from Deakin University, but applications are open to anyone studying law. As a condition of volunteering, all students and lawyers must become a member of the Barwon Community Legal Service Incorporated.

Minimum commitment: BCLS prefers students to be able to commit to at least 6-12 months.

How and when can I apply?

To apply, fill out the enquiry form at <http://barwoncls.org/about/volunteers-students/law-students/>.

Contact Information

Level 1, 63 Thomson Street
Belmont VIC 3216
T: 1300 430 599
E: bcls@barwoncls.org.au

Gippsland Community Legal Service

What is the Gippsland Community Legal Service (GCLS)?

The Gippsland Community Legal Service provides free community legal services to people who live, work or study in Gippsland with a particular focus on disadvantaged groups and those with special needs. All of Gippsland Community Legal Service's work is done with a human rights advocacy approach, both within their service planning and delivery.

What tasks will I undertake?

• Legal Volunteers:

Each Legal volunteer must commit to a 4 month placement, with a minimum attendance of 10 days over 4 months (approximately one day per fortnight). This placement can begin at any time of the year subject to discussion with, and approval from GCLS staff.

After demonstrating capacity in certain areas through a placement with GCLS, volunteers will be considered for participation in the Student Clinic and Evening Advice Clinic.

• Intake / administration volunteers:

These volunteers assist in a number of administration areas including data entry, taking phone calls and helping with special projects. If you're someone who likes to help others and have some time to spare, you're welcome to enquire about volunteering with our service. A minimum 3 month commitment, 1 day per fortnight is required.

• Community Development volunteers:

Volunteers assist our Community Development Worker to plan, deliver and evaluate events and education sessions. This can be an ideal placement for a student currently studying within the Community Development/Community Services field. A minimum 3 month commitment, 1 day per fortnight is required.

Am I suitable for this role?

Students in any year level may apply, however, there is a preference for students in their third year or above. NB: Internships are also offered in June - July & November - February.

How and when can I apply?

To volunteer with us and gain hands-on Legal, Community Development or Administration experience, please call 1800 004 402 or email gcls@anglicarevic.or.au for more information.

Contact Information

162 Commercial Road,

Morwell, VIC 3840

T: (03) 5133 0411

E: gcls@anglicarevic.or.au

Loddon Campaspe Community Legal Centre

What is the Loddon Campaspe Community Legal Centre?

The Loddon Campaspe Community Legal Centre (LCCLC) provides free legal information and advice to central victorians who cannot afford a lawyer or who are unable to get legal aid. Loddon Campaspe Community Legal Centre is based in Bendigo. They also deliver community legal education and promote justice through their law reform program.

What tasks will I undertake?

Volunteer lawyers provide advice to members of the public at their Wednesday night service. Law students help them to run this service and the Thursday afternoon service. See more information about these services at <http://lcclc.org.au/about/volunteers/>.

Am I suitable for this role?

Although LCCLC encourages students from La Trobe University Law School to volunteer, students from universities other than La Trobe University are welcome to apply.

How and when can I apply?

Law students wishing to become volunteers should contact Paralegal, Isabelle Manning, on (03) 5445 0900. Please be aware that places are highly sought after. If you are interested in volunteering with our Shepparton service, please contact the Goulburn Valley Community Legal Centre Managing Lawyer, Kaz Gurney, on (03) 5821 9849.

Contact Information

54 Mitchell Street
Bendigo, VIC 3522
T: (03) 5444 4364
E: reception@lcclc.org.au

Peninsula Community Legal Centre Inc

What is Peninsula Community Legal Centre (PCLC)?

PCLC is an independent, not-for-profit organisation that has been providing free legal services to Melbourne's southeast communities for more than 35 years. The Centre helps people use the law to protect and advance their rights, offering free advice on most legal issues. Ongoing assistance is targeted to assist clients who are experiencing disadvantage. In addition to its general services, the Centre operates Family Law, Child Support, Family Violence, Tenant and Consumer Advocacy Programs. Community legal education, special projects and participation in law reform are also important aspects of the Centre's work.

What tasks will I undertake?

Paralegal volunteers

- Coordinate volunteer advice sessions
- Conduct preliminary client interviews
- Provide assistance to lawyer volunteers
- Provide resource and referral information and administrative support
- Undertake administrative and project work
- Sit in on interviews

Am I suitable for this role?

Applicants should be 18 years of age or over, and priority will be given to applicants who live, work, or study in the PCLC catchment area and/or provide the skills and experience which PCLC and its client communities need.

Minimum commitment: 12 months participation on the volunteer roster.

How and when can I apply?

To register your interest in volunteering, you can complete the Volunteer Application form available on the website and return it to Head Office. NB: Due to a high volume of volunteer applications, PCLC are not currently accepting volunteer applications from people outside of our general catchment area (municipalities of Glen Eira, Kingston, Frankston, Mornington Peninsula, Casey and Cardinia).

Contact information

Head Office
441 Nepean Highway
Frankston VIC 3199
T: (03) 9783 3600
E: volunteers@pclc.org.au

CHAPTER

3

**VOLUNTEER
OPPORTUNITIES**

1. General Volunteer Opportunities

AIESEC Monash University

What is AIESEC?

AIESEC is the world's largest student-run organisation. Active in over 110 countries and territories, its international platform enables young people to explore and develop their leadership potential to have a positive impact in society. AIESEC offers students and recent graduates internships and volunteer positions to provide them with a global perspective that isn't gained purely in the classroom. It offers students the opportunities to be global citizens, to change the world and to get the experience and skills that matter today.

What tasks will I undertake?

AIESEC Monash has two programs: Global Talent (internships) and Global Citizen (volunteering).

Global Talent (3-12 Months)

Students and graduates are given the opportunity to work in an overseas company where they apply the skills they learn in university to practical real life situations. Not only do they gain valuable professional experience but students also gain a perception of workplace culture in another country. Placement and internship opportunities are available in over 120 countries, including Hong Kong, Russia, Germany, Indonesia, China, Brazil, India and Japan. A salary will be paid (depending on the company and host country), and will usually cover basic living expenses.

Global Citizen

Students and graduates are given the opportunity to volunteer in overseas communities where they develop independence and leadership skills. Students will also gain an invaluable understanding of global issues. For example, teaching disadvantaged children English in Brazil, teaching sex education in Vietnam and project planning for schools in Malaysia. For most projects, accommodation is covered.

Am I suitable for this role?

Global Talent

Students must be:

- Penultimate/ final-year tertiary students or recent graduates
- Between 18 and 30 years of age
- Available for at least 2 months

Please note:

- Requires an administration fee of AU\$850, however Monash undergraduate students will receive a \$200 cash back and free travel insurance
- Participants will have to cover travel and flight expenses, accommodation, food and entertainment
- Participants must have excellent english

Global Citizen (6-12 weeks)

Students must be:

- Tertiary students or recent graduates (any discipline)
- Between 18 and 30 years of age
- Available for at least 6 weeks

Please note:

- Requires an administration fee of AU\$700
- Participants will have to cover travel and flight expenses, accommodation, food and entertainment
- Participants must have excellent english

How and when can I apply?

To apply, fill out the application forms located here:

<https://opportunities.aiesec.org/programmes>

Contact Information

E: monash@aiesecaustralia.org

Amnesty International

What is Amnesty International?

Amnesty International is a worldwide movement of people campaigning to protect human rights. Amnesty has a vision of a world in which every person enjoys all of the rights stated in the Universal Declaration of Human Rights and other international human rights standards. It is the world's largest human rights organisation.

What tasks will I undertake?

Whether you have a spare day a week or a day a year, you can defend human rights. Volunteer work is available in many areas:

- Coordinating events and planning campaign work
- Campaigning in the community
- Participating in activist consultations
- General office administration
- Reception

Am I suitable for this role?

- You would need to be interested in Asylum Seekers & Refugees Rights; LGBTIQ+ Rights and General Human Rights issues
- You must have flexible hours to volunteer your time

How and when can I apply?

You can register your interest on the Amnesty website by filling out their online volunteer form at: <http://www.amnesty.org.au/vic/volunteer/>.

Contact information

Suite 8, 134 Cambridge St

Collingwood, VIC 3066

T: (03) 9412 0700

E: vicvolunteers@amnesty.org.au

AMUNC - Asia-Pacific Model United Nations Conference

What is AMUNC?

The Asia-Pacific Model United Nations Conference is the largest annual conference in the region, bringing over 700 students from across the Asia Pacific to participate in a stimulation of the international political landscape. Delegates take over the role of diplomats, ambassadors, judges, journalists, NGO agents, and renowned experts. This year, AMUNC will be held in Hong Kong.

What tasks will I undertake?

Students assume the position of delegates to the United Nations and will be challenged with dynamic topics concerning the UN system and its counterparts.

Delegates of AMUNC will seek to propose solutions to many of the world's pressing issues, and with a plethora of committees and organisations to choose from, AMUNC provides a framework through which participants expand their knowledge and understanding of international affairs and build their abilities in speaking and negotiation.

Please see <https://amunc2017.com/conference/> for more information.

Am I suitable for this role?

Students who are interested in law, global affairs, politics, and diplomacy are encouraged to apply. Applicants will be expected to have leadership skills and knowledge of international affairs. You will also act as Monash University ambassadors at an internationally renowned conference.

How and when can I apply?

To be eligible, students must be a member of Monash International Affairs Society (MIAS).

Applications will open up early in the semester. If your application is selected, you may be required to attend an interview.

Delegation members will receive financial support from the club.

Contact Information for MIAS

E: mias@monashclubs.org

Australian Red Cross

What is the ARC?

The Australian Red Cross is an organisation dedicated to supporting the most vulnerable, both in communities in Australia and internationally. It is one of the largest humanitarian organisations in the world.

What tasks will I undertake?

There are many varying volunteer positions available to Australian citizens within Australia and overseas. Tasks and commitment level also vary for each position. To view the current opportunities for overseas volunteer positions, refer to <http://www.redcross.org.au/volunteer-overseas.aspx>.

A list of volunteer opportunities within Victoria can be found at:
<http://volunteering.redcross.org.au/vw/en/listing/>.

Am I suitable for this role?

- Volunteers must be 18 years of age, an Australian citizen or permanent resident, or hold a working visa
- All volunteers must successfully pass a police check
- Aboriginal or Torres Strait Islander people and people with refugee or migrant backgrounds are encouraged to apply
- Volunteers need to be committed to the fundamental principles of the Australian Red Cross: humanity, neutrality, impartiality, independence, unity and universality

How and when can I apply?

Check the list of IHL volunteer positions for vacancies at:

<http://volunteering.redcross.org.au/vw/en/listing/>. Each volunteer program has their own contact person with their number or email.

Contact Information

155 Pelham St

Carlton VIC 3053

T: 03 8327 7700

E: vicinfo@redcross.org.au

Brotherhood of St Laurence

What is the Brotherhood of St Laurence?

The Brotherhood of St Laurence is a community organisation that works across Australia to prevent and alleviate poverty. The Brotherhood aims to drive change to try ensure a compassionate and fair society where everyone has a sense of belonging.

What tasks will I undertake?

- Volunteering in the community stores
- Supporting young people, children and families
- Contributing to the lives of elderly or people with additional needs
- Working with refugees and others from culturally diverse backgrounds
- Assisting those looking for employment
- Working in the area of organisational improvement
- Engaging in research, policy and advocacy
- Corporate volunteering

Am I suitable for this role?

Students must be:

- Passionate about wide-ranging issues concerning young people, families or disadvantaged people and making positive differences in your community
- Able to work as a team player but also able to show individual initiative and take responsibility
- Have an understanding of the issues of social justice, disadvantage and community development
- Punctual and reliable

How and when can I apply?

Browse the current volunteer vacancies and apply directly for any roles advertised on <https://www.bsl.org.au/act/volunteer/current-vacancies/>. Students may express an interest in volunteering by contacting the Brotherhood of St Laurence by phone or emailing them with a resume and cover letter. Alternatively, complete an online expression of interest at: <https://www.bsl.org.au/act/volunteer/expression-of-interest/>.

Contact information

67 Brunswick Street
 Fitzroy, Victoria 3065
 T: (03) 9483 1390
 E: volunteer@bsl.org.au

Court Network

What is the Court Network?

Court Network is a unique court support service operating throughout Victoria and Queensland. The Court Network is a court-based service explicitly and solely concerned with the needs of court users.

They support:

- Victims of crime
- People accused of crime
- Families, adults and children who attend court and require support
- Adults and children who have been violated or exploited by crime
- Litigants who have little or no support

What tasks will I undertake?

Court Networkers are volunteers selected and trained to provide support, information and referral to court users.

Am I suitable for this role?

Volunteers must have:

- Highly developed interpersonal and communication skills
- The ability to respond appropriately to a wide range of people, some of whom may be in crisis
- Knowledge and understanding of the needs of people of diverse backgrounds
- A commitment to develop self professionally in a complex volunteering role
- Ability to manage change
- A strong work ethic
- Satisfactory Police Check and Working with Children Check
- Willingness to use computer and e-mail technology if required

Minimum commitment: One day per week.

How and when can I apply?

Fill out the application form on the 'Become a Volunteer Link' <http://www.courtnetwork.com.au/ContactForm.aspx>.

Court Network will then send you application forms in the post for you to fill out and send back. Volunteers can apply at any time however places are subject to availability.

Contact Information

T: (03) 9603 7433

E: admin@courtnetwork.com.au

Honorary Justice Volunteers (Justices of the Peace or Bail Justice Volunteer Positions)

What are Honorary Justice Volunteers?

Justices of the Peace and Bail Justices are collectively called Honorary Justice Volunteers.

Justices of the Peace provide document witnessing and certification services to the community both during and outside business hours. Bail Justices primarily work outside business hours and on weekends to conduct hearings in relation to applications for bail or remand, and applications for interim accommodation orders relating to children.

What tasks will I undertake?

Justice of the Peace

The primary role is focused on:

- Attesting to the execution of a document
- Witnessing statutory declarations and affidavits for use in court
- Certifying true copies of an original document and a person's identity

Bail justice role

The role of Bail Justice Volunteers includes conducting:

- After-hours bail
- Remand hearings in respect of adults who are held in police custody
- Remand hearings involving children who are held in police custody and applications for Interim Accommodation Orders.

Am I suitable for the role?

All applicants are required to possess basic level computer skills and literacy.

Justice of the Peace

- Must be of or over the age of 18 years and an Australian citizen
- Must not be an insolvent under administration

Bail Justice

- Must be between 18 and 70 years of age and an Australian citizen
- Must not be an insolvent under administration.

Refer to <http://www.justice.vic.gov.au/utility/volunteering/> for detailed requirements.

How and when can I apply?

Initially, applicants can submit an expression of interest. The Honorary Justice Office will then invite you to formally apply when they are recruiting in your local area. Recruitment will take place in areas of identified or demonstrated need. Refer to:

<http://www.justice.vic.gov.au/utility/volunteering/become+a+justice+of+the+peace+or+bail+justice>.

Contact information

T: 03 8684 4117

E: jp@justice.vic.gov.au

Please note: All information stated above is directly sourced from the website: <http://www.justice.vic.gov.au/>. Please refer here for further information

Justice Connect

What is Justice Connect?

Justice Connect works with the corporate and community legal sectors to increase access to justice for those experiencing disadvantage. Through their deep and strong connections with the legal community, they aim to fill unmet legal needs, grow a pro bono culture, and advocate for policy reform where the law does not serve those most in need.

What tasks will I undertake?

Legal Receptionist Volunteers

- Answer and direct calls including initial legal enquiries in a professional and timely manner
- Greet clients and visitors to the office and provide refreshments
- Ensure collection and delivery of mail
- Help the Office Manager with maintenance of office equipment
- Maintain clean front desk and meeting areas
- Organise room bookings and prepare the rooms for meetings
- Assist the Finance Manager and Office Manager with financial duties including banking and petty cash
- Assist other staff with organising and running events

Am I suitable for this role?

This position would suit a volunteer with a strong administration background who can assist the Office Manager to ensure that the Justice Connect and Human Rights Law Centre operates in a professional manner.

Minimum commitment: Legal receptionist volunteers must commit to one day per week or every alternate week from 9 pm – 5:30 pm.

How and when can I apply?

You can apply through the application form located at <http://www.justiceconnect.org.au/get-involved/volunteers/legal-receptionist-volunteers>. Applications are accepted all year round.

Contact Information

Level 17, 461 Bourke Street

Melbourne VIC 3000

T: (03) 8636 4400

E: admin@justiceconnect.org.au

Melbourne City Mission

What is Melbourne City Mission?

Melbourne City Mission works with some of Melbourne and Victoria's most vulnerable individuals, families and communities. City Mission helps thousands of people escape and avoid disadvantage, economic exclusion and social isolation whilst responding to the changing needs of communities. It aims to deliver holistic, integrated services that really make a powerful and sustainable difference to people's lives.

What tasks will I undertake?

There are a wide variety of volunteering opportunities. From one-off volunteer roles to on-going, continuous positions, there is something for everyone.

For example:

Community Visitors Scheme - seeks volunteers to visit residents in an Aged Care Home at least fortnightly to provide friendship and companionship.

Community Friend Program - seeks volunteers to provide friendship and support to people living with a mild disability who otherwise may be socially isolated. 2–3 visits are required fortnightly.

Palliative Care - seeks volunteers for 3–4 hours per week to assist those with a terminal illness and their carers.

Am I suitable for this role?

Anyone over 18 can volunteer. There is a formal process in place for those who wish to volunteer with us. Simply get in touch and City Mission will discuss with you what opportunities may be available and the procedures for doing so.

Minimum commitment: A 12 month commitment is required for the Community Friend Program.

How and when can I apply?

Browse the current volunteer vacancies section and apply directly for any roles advertised. All roles list contact phone numbers, so please phone if you have any queries about the positions.

Please see:

<http://www.melbournecitymission.org.au/get-involved/volunteer-with-us/search-all-volunteer-roles>.

Contact information

164–180 Kings Way
South Melbourne, VIC 3205
T: (03) 8625 4444

Monash International Affairs Society

What is Monash International Affairs Society (MIAS)?

MIAS is working towards establishing a network for like-minded students whose interests revolve around international affairs and diplomacy.

MIAS develops student's skills in areas such as debating, negotiation, leadership, communication and problem solving. They do this through a number of different avenues: national and international Model UN Conferences, speaker panels, internships and much more.

The international conferences they send students to have an affiliation with some of the most recognisable and most respected institutions: Harvard University (Harvard World MUN), and the United Nations (NMUN New York). This year, MIAS will continue to develop their international footprint by offering members the ability to travel to Malaysia for the Asia-Pacific Model United Nations.

Model UN

Model United Nations (MUN) is a simulation of the United Nations landscape, providing students with the opportunity to engage in academically oriented discussion and debate about the greatest and most immediate challenges to the world.

Through committee debate, negotiation, and resolution writing, students work to propose solutions to pressing global issues while simultaneously articulating and defending the policies of the real-world governments they represent.

Delegates come away from Model UN conferences with new friends, new skills, and a greater understanding of the international system.

MUN at Monash

MIAS has a rich history in Model UNs, having co-hosted Harvard World MUN 2013 and VicMUN 2015, whilst consistently winning awards in others. They attend:

- VicMUN, Melbourne (Mid-February)
- Harvard World Model UN (March)
- NMUN New York, New York (March-April)
- Asia-Pacific Model UN (July)
- NCMUN, Canberra (October)
- SydMUN, Sydney (November)

In addition, they annually hold the Monash Model UN Conference during semester two. This is typically aimed at first-timers to try Model UN, but also to consolidate the skills experienced delegates have previously acquired.

Please see <http://mias.org.au> for more information.

Contact Information

E: mias@monashclubs.org

Testimonial: MUN at Monash

By Adam Zimpler, Delegate to NMUN, New York 2015

The Conference

For a little over a week, you're in a room with people who come from every corner of the globe to negotiate and debate the most pressing and often polarizing issues facing the world. With New York as its backdrop, and with 14 other Monash students participating, I was as excited as I was nervous about the conference. While the nights are long, and the work difficult, the conference has been my best university experience to date. In fact, as I write this, I will soon be flying off to Harvard World MUN in Rome.

The great thing about MUN is that, irrespective of the city, the structure of MUN is universal: stimulating debates by day; energetic socials by night. The friends you make at these conferences last a lifetime. In some cases, it means free accommodation! The nature of inter-state events is also extremely similar.

Being in the company of so many like-minded students is highly rewarding. If you have the opportunity to attend any Model UN Conference - particularly an international one - do so.

Advantages and skills

As a result of Model UN, my communication, negotiating, and inter-personal skills have improved exponentially. Not only have these made me a more well-rounded person, but they are also the exact same skills that employers are often looking for. With jobs becoming increasingly competitive, Model UN experience, whether on the international or domestic circuit, is a great way for you to stand out.

Oaktree

What is Oaktree?

Oaktree is young people leading a movement to end extreme poverty. For Oaktree, change starts with a simple belief - that extreme poverty is unacceptable. Beliefs turn into action, and enough informed action builds a powerful social movement. Breaking it down, Oaktree works in three ways:

1. Raise awareness about extreme poverty in Australia, because movements need wide-spread public support - this is the social impact.
2. Fundraise to work with local organisations that directly tackle poverty overseas.
3. Influence policy change by ensuring Australia's leaders take action to end poverty.

What tasks will I undertake?

Roles at Oaktree may vary. Within the Victoria state team, the role might be more focused on engaging the community through the Live Below the Line campaign or the Community Leaders initiative. Whilst within one of the HQ teams, you could be managing a partnership with an organisation based overseas or leading Oaktree's legal team.

Am I suitable for this role?

At Oaktree, will is valued over skill, determination over degrees, and passion over years of experience.

Minimum commitment:

Volunteering at Oaktree can mean many things. You might be volunteering 3 – 4 days a week leading the media campaign for Live Below the Line, a multi-million dollar fundraising campaign, or you might get started by interning a day a week in our communications team.

The more senior the role, the more experience (and time) required, but if you're keen to make a meaningful difference on the issue of extreme poverty – there is always a place for you at Oaktree!

How and when can I apply?

You can head to www.oaktree.org/current_opportunities to see roles that are available at Oaktree at any given time, or if you're unsure what sort of role could appeal to you, head to www.oaktree.org/intern_at_oaktree to express your interest in interning at Oaktree.

Contact Information

E: volunteer@oaktree.org

Oxfam Australia

What is Oxfam Australia?

Oxfam strives to work internationally to eradicate poverty, hardships and injustice. Oxfam's goal is to bring about a positive change in the lives of people living in poverty and they have been doing so for over 50 years.

What tasks will I undertake?

You can volunteer in a range of areas including customer service, research, editing, events, photography, translations and finance. Event volunteers make up the bulk of the numbers, with thousands volunteering for Oxfam Trailwalker.

Am I suitable for this role?

Each program has its own commitment level and can be regular or one-off opportunities over the holidays, weekends or during the week.

The following prerequisites must be satisfied:

- Volunteers must be 18 years old
- Volunteers must be an Australian citizen, permanent resident or hold a working visa
- All volunteers may need to successfully pass a police check for some positions

How and when can I apply?

Visit <https://www.oxfam.org.au/act/volunteer-with-us/> for a complete list of volunteer positions. If there are no positions that interest you, you can register your interest using the same website and Oxfam will contact you when a vacancy arises.

Contact Information

132 Leicester Street
Carlton, VIC 3053
T: (03) 9298 9444

Plan Australia

What is Plan Australia?

Plan is a global organisation, working in more than 51 developing countries to provide children with access to basic rights like education, food, clean water, health, protection, play, and a good standard of living. Its vision is of a world in which every child has the opportunity to realise their full potential, in societies that respect people's rights and dignity regardless of religion, ethnicity or gender. Plan wants children to know and understand their rights – and have the skills, knowledge and confidence to fulfil them.

What tasks will I undertake?

Most volunteers help with administrative tasks but there are also roles where you can use your skills in international development, finance, marketing or communications.

Volunteers generally contribute one to two days per week but Plan can accommodate whatever time you can give; short-term commitments and annual corporate volunteering days are OK too. Volunteers work during business hours (8.30am–5.00pm, Monday to Friday), but sometimes work after hours or on weekends when helping with events.

Am I suitable for this role?

Some volunteer roles may require specific skills but most only require enthusiasm and a positive attitude. All office volunteers are supported with on-the-job training.

You must be eligible to work in Australia according to the Department of Immigration and Multicultural Affairs guidelines. If you're from overseas you need a Visa that allows you to volunteer – find out more at the Department of Immigration and Citizenship.

All volunteers must complete a Police Reference Check and sign a Child Protection Policy and Working with Children Code of Conduct.

How and when can I apply?

If you're interested in volunteering with Plan, please contact Plan Australia and send an expression of interest, outlining what area you would like to volunteer in.

Contact information

Level 18/60 City Road

Southbank, VIC 3006

T: (03) 9672 3600

E: info@plan.org.au

Prison Legal Education and Assistance Program (PLEA)

What is PLEA?

The PLEA Project delivers legal education in prisons to assist inmates to proactively handle their legal cases. Their aim is to provide inmates with the knowledge and skills needed to gain control in an environment where they may feel powerless. PLEA recognises the structural, psychological and cultural barriers that can prevent access to and participation in the justice system. They seek to overcome these barriers by empowerment through practical legal education.

The PLEA project is entirely volunteer-run and based at the Monash-Oakleigh Legal Service. It has over 35 active volunteers, primarily law students, with a strong understanding of legal processes, excellent communication skills and a commitment to improving access to justice. The PLEA project currently operates in the Metropolitan Remand Centre, the Dame Phyllis Frost Centre, the Port Phillip Prison and the Parkville Youth Justice Precinct.

What tasks will I undertake?

PLEA legal workshops cover topics including court readiness, family law, parole readiness, dealing with police, sentencing and working with lawyers.

Am I suitable for this role?

Volunteers must:

- Be prepared to spend time researching for presentations to the inmates
- Be flexible with time as prison dates can change regularly
- Attend the minimum number of hours weekly as well as monthly prison visits and fortnightly meetings
- Be comfortable with the prison environment before applying
- Have an understanding of criminal law (highly advantageous)
- Must be studying law

Minimum commitment: Applicants must be available to present 3-4 sessions per month for a minimum of 1 year.

How and when can I apply?

The PLEA Project recruits volunteer presenters periodically in line with the demands of their programs, so they encourage you to enter your details in the general register at <http://pleaproject.org.au/volunteering/> so that your application can be considered for the next recruitment period in the coming months. Please note that applicants who are not successful at first instance may be contacted if an appropriate position becomes available.

Contact Information

E: secretary@pleaproject.org.au

Please note: All information stated above is directly sourced from the website: <http://pleaproject.org.au/>. Please refer here for further information.

Testimonial: PLEA

By Eloise Verbeek

PLEA (Prison Legal Education and Assistance) is a program that involves students going into prisons in Victoria and presenting to inmates about appearing in court, family law matters, and some civil law and migration matters. This program is a fabulous way to get involved in a very different side of the criminal law system - these inmates are often lacking not in intelligence, but in the information that allows them to navigate the legal system effectively. The presentations are with a few presenters and as many inmates as would like to come.

I started volunteering with PLEA in August last year. The application process was initially on paper, followed by an interview with the section leaders. The interview was initially standard questions, such as “why do you want to volunteer with PLEA”? But then it progressed to questions from the interviewers as though they were inmates asking questions in a presentation. They asked difficult questions, as an inmate would, and were fairly disengaged, which was confronting. The other requirement was to present slides to the interviewers from the presentation and use examples that were relevant to the inmates. The interview, although rigorous, was nothing compared with the requirements of the presentation - it can be off-putting having people walk in and walk out of the presentation room as they feel the need, and some of the personal anecdotes are quite confronting. However, the process is very rewarding, and it can give students a very good idea of how life is in prison and it improves presentation skills incredibly! I would definitely recommend this program to anyone interested in criminal law. As a side note: it helps to get to the various prisons if you have access to a car.

The application process is mainly focused on performance at interview and how you deal with difficult questions. PLEA does not allow its volunteers to give legal advice. Sometimes an inmate can ask difficult questions which a volunteer may know the answer to, but we are not qualified to answer them. We must refer the inmate the right services (usually their lawyer or VLA) to find answers. That is probably the most important thing to display an understanding of at an interview. An interest in criminal law and presentation skills is highly recommended.

Reprive Australia

What is Reprive Australia?

Reprive Australia works against the death penalty. It helps provide legal and humanitarian assistance to those facing the death penalty to advocate against the death penalty and to raise awareness about human rights.

What tasks will I undertake?

You can help here in Australia. Volunteers provide administrative assistance with local operations including legal research, communications, media and fundraising.

Am I suitable for this role?

Volunteers need not be from a legal background. The board is comprised of dedicated Reprive members from across finance, event management, communications, media and legal sectors.

Reprive Australia looks for the following skills in its applicants:

- Maturity, self-sufficiency and commitment
- Independence
- Research background
- Hard-working

How and when can I apply?

To volunteer with Reprive Australia, you must be a member. If you are interested in assisting, please email local.volunteers@reprive.com.au.

Contact Information

GPO Box 4296,
Melbourne, VIC 3001

E: contact@reprive.org.au

Right Now

What is Right Now?

Right Now is a volunteer, not-for-profit media organisation led by young people focused on human rights issues in Australia. Right Now are committed to covering human rights issues through free, accessible, creative and engaging online, print and radio media. Right Now believes that creating a positive, rights-respecting culture in Australia begins with the flow of information.

What tasks will I undertake?

Volunteer tasks will vary on the position but can include:

- Working with the editorial team on written submissions
- Being a volunteer staff writer
- Research
- Administrative Tasks
- Publicity and Editing

Am I suitable for this role?

Each role has its own specific skills and qualities but all include:

- An ability to work with deadlines
- Interest in human rights
- Enthusiasm and passion

How and when can I apply?

Volunteer opportunities are advertised on the Right Now website at:

<http://rightnow.org.au/contribute/volunteer/>.

Contact information

W: <http://rightnow.org.au>

E: info@rightnow.org.au

United Nations Youth Australia

What is UN Youth?

UN Youth Australia is a national youth-led organisation that aims to educate and empower young Australians on global issues facing the world. It recognises that young leaders have a vision and the passion to create meaningful change within their communities and the world, and aim to equip them with the skills and inspiration to do so. They run a broad range of peer-education programs that give the students we reach a deep understanding of the social and political issues the world faces today, and the skills and drive to solve them.

What tasks will I undertake?

UN Youth volunteers are involved in every aspect of the organisation. Tasks include organising and running events, teaching students, managing administration and finance, running marketing and developing new programs.

Am I suitable for this role?

If you are entrepreneurial and care about creating a generation of young Australians who are engaged with the world around them, then you should apply to be a UN Youth Australia volunteer.

How and when can I apply?

All vacant positions are advertised at:

<https://unyouth.org.au/volunteer-opportunities/>.

Alternatively, you can get in touch by filling out the contact form at:

<https://unyouth.org.au/contact/>.

Contact Information

E: info@unyouth.org.au

Wesley Mission Victoria

What is Wesley Mission Victoria?

Wesley Mission Victoria helps empower people to improve their lives by providing them with community based services and support across multiple stages of life.

With the assistance of our services across aged care, children youth and family, crisis and homelessness, disability, employment, social enterprises and Lifeline telephone counselling services, clients can improve their quality of life and increase their social and economic participation.

What tasks will I undertake?

Volunteer tasks will vary on the position chosen.

Am I suitable for this role?

Candidates must want to:

- Help others and make a difference in their community
- Develop their skills through experience and training
- Build new social and professional networks

How and when can I apply?

Browse the current volunteering opportunities at <https://wesley.org.au/get-involved-volunteer/>.

Each volunteer program has its respective contact number.

Contact information

Level 8, 505 Little Collins Street

Melbourne, VIC 3000

T: (03) 9662 2355

E: admin@wesley.org.au

World Vision Australia

What is World Vision Australia?

World Vision is a worldwide community dedicated to working with children, families, and their communities worldwide to reach their full potential by tackling the causes of poverty and injustice. It provides emergency assistance to children and families affected by disasters and conflict, partners with communities for long-term solutions to alleviate poverty, and advocates for justice on behalf of the poor.

What tasks will I undertake?

Tasks and commitment level vary for each position under current opportunities.

Am I suitable for this role?

World Vision looks for passionate, skilled and committed people and matches them to specific volunteering opportunities.

How and when can I apply?

For current opportunities visit the job search page:

<http://careers.worldvision.com.au/caw/en/listing/>.

This is where World Vision advertises all their current national volunteer opportunities.

Contact information

1 Vision Drive

Burwood East, VIC 3151

T: 13 32 40

2. Environmental Welfare

Australian Earth Laws Alliance

What is the Australian Earth Laws Alliance?

The Australian Earth Laws Alliance (AELA) is a national not-for-profit organisation whose mission is to increase the understanding and practical implementation of Earth-centred law, governance and ethics (or 'Earth jurisprudence') in Australia. Earth jurisprudence is a new legal theory and growing social movement. It proposes that we rethink our legal, political, economic and governance systems so that they support, rather than undermine, the integrity and health of the Earth.

AELA is powered by committed volunteers, who work together as individuals and organisations to promote the understanding and practical implementation of Earth jurisprudence and Earth-centred governance in Australia.

What tasks will I undertake?

AELA accepts student volunteers who assist with legal and policy research, administrative tasks, membership, and website management.

Am I suitable for this role?

AELA has a strong history of working closely with university students who are interested in pursuing environmental justice from a range of perspectives. AELA places emphasis on encouraging students to develop the knowledge and skills for environmental protection.

Students will need:

- A passion for environmental and social justice
- A basic knowledge in the Australian legal system and environmental protection law
- An interest in, and capacity for, undertaking a range of administrative tasks to support the organisation (e.g. website, membership and other support work)

How and when can I apply?

If you'd like to find out about volunteering opportunities, please email convenor@earthlaws.org.au – you can be based anywhere in Australia, or around the world, and still get involved!

Contact Information

T: 0419 497 596

E: convenor@earthlaws.org.au

Australian Youth Climate Coalition

What is the Australian Youth Climate Coalition (AYCC)?

The Australian Youth Climate Coalition unites over 80,000 young Australians to build a generation wide movement to solve climate change. Their belief is that climate change is the single greatest threat facing humanity, putting young people and our future generations at risk. The AYCC addresses climate change through a social movement addressing sustainable solutions, and are committed to reducing carbon emissions.

What tasks will I undertake?

This will vary depending on the role, but the tasks range from:

- Logistics of events involving organising catering and music
- Working to inspire young people to take action on climate change in schools, universities and regional areas
- Organising and promoting events
- Organising media stunts

How and when can I apply?

The AYCC love to hear from new volunteers who want to get involved. If you want to find out more send an email to liv@aycc.org.au or come along to monthly branch meetings, which are held on the first Tuesday of every month at 60 Leicester St in Carlton.

How and when can I apply?

AYCC love to hear from new volunteers who want to get involved. If you want to find out more send an email to liv@aycc.org.au or come along to monthly branch meetings which are held on the first Tuesday of every month at 60 Leicester St in Carlton.

Contact Information

Office 5
60 Leicester Street
Carlton, VIC 3053
E: kelly@aycc.org.au

Environmental Justice Australia

What is Environmental Justice Australia?

Environmental Justice Australia are nature's lawyers. They use the law to protect our environment, and work to change our laws to make sure they protect the right of all Australians to clean air, clean water and healthy ecosystems.

What tasks will I undertake?

The in-house volunteer programs are for law students. They can answer the phones, undertake legal research, assist on casework and projects and carry out administrative tasks. There are two volunteer programs for law students:

- 1) Day Volunteer Program (March – November)
- 2) Internship Program (November-February; June-July)

In the Internship, volunteers work full-time for 2 consecutive weeks over the summer or over the winter break. Intern work might include assisting staff with casework, law reform and policy projects, and researching and updating publications.

Am I suitable for this role?

Applicants should be interested in gaining experience in public interest environmental law and making an invaluable contribution to their work and the community.

Regarding the internship, law students with an interest in environmental issues and environmental law should apply. Later-year law students and those pursuing additional study in a related field such as science or environmental policy are encouraged to apply.

How and when can I apply?

For the Day Volunteer Placement Program:

You can submit your application at any time then update Environmental Justice Australia with your availability once timetables are out.

For the Internship:

Applications are accepted at any time for consideration in the next program. Applications usually close in May and September.

Print and complete the form for either opportunity and send it to the address on the form with your CV and list of subjects studied. Available on the website at:

<https://envirojustice.org.au/volunteer>.

Exact due dates will be advertised on their website, through the Environmental Justice Australia e-Bulletin and via universities where possible.

Contact information

T: (03) 8341 3100

E: admin@envirojustice.org.au

Please note: All information stated above is directly sourced from the website: <https://envirojustice.org.au>. Please refer here for further information.

Friends of the Earth Australia

What is Friends of the Earth?

Friends of the Earth (FoE) is a federation of autonomous local groups who are working towards an environmentally sustainable and socially equitable future. FoE Australia functions both through the activities of its local groups, and on the national level through appointed spokespeople, campaigns and projects, the national magazine - Chain Reaction, and the work of the national liaison officers.

What tasks will I undertake?

Can be involved in various ways such as:

- Food Co-Op
- Community Outreach Team
- Creatives Team
- Finances Team
- Membership & Fundraising Team
- Research & Policy Team

Go to:

http://www.melbourne.foe.org.au/volunteer_opportunities for the details of each opportunity.

How and when can I apply?

If you are interested in the listed volunteer opportunities, please email phil.evans@foe.org.au to register your interest. If your interest lies specifically with one of the campaigns, then please contact the above email and you will be set up with a contact.

Contact Information

312 Smith St,

Collingwood, VIC 3066

T: 9419 8700

E: foe@foe.org.au; phil.evans@foe.org.au

3. Animal Welfare

Australia World Animal Protection

What is Australia World Animal Protection?

By joining the Animal Action Crew you will be immersed in a community of committed likeminded people who are working together to create a world where animals live without suffering.

The crew is coordinated by the Sydney office team who will keep you updated and provide guidance and advice. As a member of the Action Crew you can help keep costs down while engaging and interacting with the public on important issues to raise awareness for animals in need.

What tasks will I undertake?

There is a range of activities to suit everyone, including:

- Public awareness and engagement
- Office and administration (only in the Sydney office)
- Supporter Services
- Collecting petition signatures
- Fundraising Initiatives
- Political interaction and campaigning

Am I suitable for the role?

Australia World Animal Protection is looking for people who are passionate and dedicated to animal protection around the globe. You'll be doing something you're passionate about while learning new skills.

How and when can I apply?

Fill in the form at <http://www.worldanimalprotection.org.au/support-us/volunteer>.

Contact information

T: 1300 139 772

E: protect@worldanimalprotection.org.au

Barristers Animal Welfare Panel

What is the Barristers Animal Welfare Panel (BAWP)?

The Barristers Animal Welfare Panel comprises of approximately 120 barristers and 100 secretariat members across Australia. BAWP aims to promote the welfare of animals and to enable litigants in matters of public interest or prosecutions affecting animal welfare to be represented and advised on a pro bono or reduced fee basis. The activities of the Panel are principally directed to two things: first, law reform and second, strategic litigation.

What tasks will I undertake?

The BAWP Secretariat is open to anyone with legal or non-legal skills. It principally conducts research for panel submissions on law reform questions, including the drafting and compilation of such submissions, or it may involve organising a mass mail-out. Law students or others may obtain an opportunity to participate in the running of a case. The Secretariat also will organise panel seminars.

Am I suitable for this role?

Everyone is welcome to join the BAWP Secretariat. The Secretariat is comprised of all volunteers that are not barristers including students, lawyers and anyone with an interest in animal law.

How and when can I apply?

To apply to be a Secretariat member, you should email the relevant state co-ordinator.

Contact Information

Victorian Coordinators

Anna Thwaites

T: 0411 583 294

Katie Valenta

T: 0439 533 304

E: vic@bawp.org.au

Lawyers for Animals - Animal Law Clinic

What is Lawyers for Animals?

Classed as property, animals have no legal voice: they need lawyers to advocate for them. Lawyers for Animals is a volunteer-based organisation dedicated to improving the welfare of animals through education and law. Lawyers for Animals' activities include: communicating with politicians and making submissions on Acts, Regulations, Codes of Practice and other laws and policies affecting animals; assisting other animal welfare groups with their work; developing educational materials; publishing articles; and promoting awareness of animal suffering.

What tasks will I undertake?

Project Work

Volunteer law students or lawyers may undertake research and drafting work to assist with current projects.

Animal Law Clinic

The Animal Law Clinic runs on Friday evenings at Fitzroy Legal Service from 6:30pm. Law students may volunteer as Administrative Assistants and assist with taking file notes, research and other administrative tasks.

Am I suitable for this role?

Membership of Lawyers for Animals and participation in our volunteer program is open to all who care about the welfare of animals – not just lawyers.

You are suitable for this role if you have:

- A passion for animal welfare
- Communication, research and general administrative skills

Minimum Commitment: Volunteers at the Animal Law Clinic are typically required to commit to attending the Clinic one Friday per month.

How and when can I apply?

If you are interested in volunteering, please send your expression of interest to volunteering@lawyersforanimals.org.au with some brief details about yourself, including if you are a practicing lawyer and if you are interested in project work. All expressions of interest are entered into a database of prospective volunteers.

Please note that all volunteers at the Clinic must be members of both Lawyers for Animals and Fitzroy Legal Service.

Contact Information

Ross House, 247-251 Flinders Lane
Melbourne VIC 3000

E: enquiries@lawyersforanimals.org.au

Please note: All information stated above is directly sourced from the website: <http://lawyersforanimals.org.au/clinic-2>. Please refer here for further information.

Testimonial: Animal Clinic

By Kirsti Weisz

If you are passionate about animal welfare and want to gain experience in animal law, volunteering at the Animal Law Clinic is the perfect opportunity.

The former High Court Justice Michael Kirby labelled animal law as the next big social justice movement for good reason. It is an exciting and worthwhile area to work in as the laws are constantly developing and it surprisingly overlaps with many different areas of law. It is important to be aware that some information may be confronting in this area but it's important to remember the positive influence your work in this field can have.

Volunteering at the Animal Law Clinic is an easy commitment that comes with invaluable experience. There are not many shifts available but when you are rostered on, you never know what to expect. I once attended a client interview about a veterinary negligence case and ended up helping the lawyer give advice in defamation laws. I have also sat in on client interviews about fines matters and VCAT hearings.

The experience is very hands-on as all the work for the client needs to be completed in the hour-long appointment. I have been able to help draft letters for clients, type file notes and conduct legal research tasks but everyone's experience volunteering at the clinic is different.

The best part about this opportunity is that you get to work with a diverse array of lawyers. Some of the lawyers I have had a shift with are from a community law background while others are working in the private practice. No matter where they are working, they're always considerate and listen to your opinion on the case.

I became involved in the Animal Law Clinic through emailing their volunteer coordinator and expressing my interest. While you are required to pay (a small sum) for membership, it highlights how the clinic operates as a community. The cases are always interesting and even though you don't work directly with animals, helping their owners is just as important and fulfilling.

4. LGBTIQ+

Bisexual Alliance

What is the Bisexual Alliance?

Bisexual Alliance Victoria Inc. is a non-profit volunteer-run organisation dedicated to promoting the acceptance of bisexuals in LGBTIQ+ and mainstream society, providing a fun, safe space where bisexuals can meet, make friends, and talk about their experiences, and informing the bisexual community about relevant news and opportunities for activism.

What tasks will I undertake?

Currently, the Bi-Alliance holds two monthly discussion groups, Melbourne Bi Chat and the Peninsula Bi Chat.

These discussion groups are events for bisexual people, people who are unsure or questioning their sexuality and their loved ones. Although these groups are primarily intended to help bisexuals, everyone is welcome to attend.

Am I suitable for this role?

Volunteers interested in researching bisexual issues and writing submission to Government are welcome to apply.

How and when can I apply?

Email info@bi-alliance.org with your expression of interest and CV.

Contact Information

E: info@bi-alliance.org

Switchboard

What is Switchboard?

Switchboard is a volunteer organisation which provides a free, confidential and anonymous telephone counselling, referral and information service for the Victorian and Tasmanian lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) communities and their supporters.

What tasks will I undertake?

Opportunities involve being a telephone counselor. Having completed an intensive training program, you will receive calls from a wide range of people: queer folk who may be experiencing problems at work, in their relationships or with their family; people who are coming out as LGBTIQ+ and family or friends of LGBTIQ+ people.

Switchboard is not currently taking applications from people wishing to be volunteer telephone counsellors. However, if you have a qualification in telephone counselling, for example, Cert IV Telephone Counselling and experience in telephone or web counselling, please contact the Volunteer Coordinator at volunteering@switchboard.org.au.

Also, you may be interested in volunteering with the new service, Out and About.

Out and About aims to increase community connectedness and reduce isolation through the provision of a volunteer based home visiting service for older LGBTIQ+ people who receive Home Care Packages.

How and when can I apply?

For the Out and About service please email outandabout@switchboard.org.au or call 03 9663 2474.

Contact information

T: 03 9663 2939

03 9663 2474 (Admin Phone)

E: volunteering@switchboard.org.au

Transgender Victoria

What is Transgender Victoria?

Transgender Victoria (TGV) was founded in the late 1990s to achieve justice, equity and quality health and community service provision for transgender people, their partners, families and friends. By transgender, TGV refer to people whose gender identity or expression is different from that which was assigned at birth or that which is expected of them by society. TGV educates organisations and workplaces on how to provide better services for transgender people, and seeks ways to provide direct services to the transgender community, whether in partnership with others or independently.

What tasks will I undertake?

- Organise fundraising and events
- Funding application writing
- Membership management
- Policy writing (researching, proof reading and editing)
- Event volunteering (for occasional assistance)

Am I suitable for this role?

TGV always welcomes the assistance of volunteers who are passionate about human rights and who would like to see a world that accepts and celebrates gender diversity.

How and when can I apply?

Contact TGV with your interest and availability. Please note that TGV require volunteers to become members.

Contact Information

Contact via online enquiry at <http://www.transgendervictoria.com/contact/contact>.

Victorian Gay and Lesbian Rights Lobby

What is the Victorian Gay and Lesbian Rights Lobby?

The Victorian Gay and Lesbian Rights Lobby works for and with the whole gay, lesbian, bisexual, transgender, intersex and queer (LGBTIQ+) community to end discrimination and to achieve equality and social justice.

What tasks will I undertake?

Victorian Gay and Lesbian Rights Lobby are currently looking for people to contribute to the following working groups:

- Communications (Website and Social Media Administration, Graphic Design & Media releases)
- Fundraising and events management
- Policy development (including submission writing)
- Membership (recruitment and administration)
- Volunteer coordination

We also have a number of working groups that co-ordinate the strategy, activities and events behind our lobbying campaigns.

Our current campaigns include:

- Achieving federal equal opportunity laws
- My Marriage Story - The equal marriage campaign

Am I suitable for this role?

Volunteers are encouraged to join one or more of the Lobby's working groups, depending on their skills and interest.

Minimum commitment: Volunteers may choose to offer a small amount of their time to the Lobby on a weekly basis or to work for short intensive periods when they are most needed.

How and when can I apply?

Positions are advertised on the website at:
<http://www.vglrl.org.au/get-active/volunteering>.

Contact Information

PO Box 21305
Little Lonsdale Street, VIC 8011
E: info@vglrl.org.au

Fitzroy Legal Service LGBTIQ Legal Advice

Fitzroy Legal Service (FLS) offers a free specialist LGBTIQ Family Law Advice Service.

This Service was developed as a response to community demand for specialist legal advice and capacity building around legal issues affecting LGBTIQ communities - in particular, issues around family law matters. The Service operates by appointment only.

See chapter two for more information on the opportunity to volunteer at FLS.

Please contact the Volunteer Coordinator Julie Fletcher for more information on volunteering opportunities.

Contact Information

E: jfletcher@fitzroy-legal.org.au.

Victorian AIDS Council

What is the Victorian AIDS Council?

VAC was formed in 1983 as a central part of the Victorian community response to the HIV/AIDS epidemic. VAC continues to lead the response by providing a range of services which include prevention education, treatment and care of PLHIV and counselling services.

VAC leads the fight against HIV/AIDS in Victoria by providing care and support for people living with HIV, health promotion, and advocacy.

They advocate, with partner organisations, to improve health outcomes for sexually and gender diverse communities.

VAC strives to:

- Deliver HIV prevention, education and health promotion to gay men
- Provide services, support and advocacy for all people living with HIV
- Respond to emerging needs and developments in HIV prevention and care
- Support and promote the health and wellbeing of sexually and gender diverse communities
- Promote access to our services for these communities

What tasks will I undertake?

There are a variety of roles available for volunteers to get involved within our organisation.

Several areas are:

- Community Support Program
- Positive Living Centre
- HIV/AIDS Legal Centre
- Counselling services
- Health promotion
- Corporate services

Please see <http://vac.org.au/get-involved/volunteer-roles> for more details.

Am I suitable for this role?

All volunteers are required to attend an initial orientation training day after attendance at an information session, which is typically held on a Saturday from 9.30am to 4.00pm.

The Victorian AIDS Council values enthusiasm and dedication very highly.

Contact Information

Daniel Bryen

T: (03) 9865 6700

E: volunteers@vac.org.au

Testimonial: Victorian AIDS Council**By Brad Woods**

Volunteering provides a great opportunity for law students to further develop their skills. Unlike the majority of your law degree, it enables you to be at the coalface of the law and witness the impact it has on the lives of many in the community.

Whilst Monash provides an excellent opportunity to gain these skills through the Professional Practice unit, there are a number of additional volunteering options for students who want to participate.

I spent time volunteering with the Victorian AIDS Council, within their Community Legal Centre. Known as the HIV/AIDS Legal Centre (HALC), it is run by volunteer partitioners and students. It provides legal advice to those living with HIV/AIDS and their partners, family and friends.

HALC functions like any other CLC and as a volunteer I found myself assisting with matters covering discrimination, migration, superannuation, wills and powers of attorney, as well as family and criminal law matters. As a volunteer, you attend the service every Thursday and are given the opportunity to attend client meetings, undertake administrative tasks and assist practitioners in the management of files.

I would highly recommend volunteering with HALC (or any other CLC); my involvement with the centre was a great way to develop my legal and interpersonal skills. Most importantly, volunteering with a CLC offers one of the first opportunities to use the skillset provided by a law degree to make a genuine difference to the lives of others.

5. Women

International Women's Development Agency

What is the International Women's Development Agency (IWDA)?

IWDA is the leading Australian agency entirely focussed on women's rights and gender equality in the Asia Pacific region. They are international, feminist and independent. IWDA's vision is for a world where every woman and man, girl and boy has equal rights and opportunities. IWDA partners with others in the Asia Pacific region to advance women's human rights. They stand up for women and girls by tackling issues of power, money and security.

What tasks will I undertake?

Any volunteer positions available will be advertised on the IWDA's website.

There are a number of roles available at the IWDA:

- Volunteer/Intern – a volunteer placement is the most common type of volunteer position at IWDA. This includes positions in a range of roles including administration, research, programs and communications and marketing
- Casual Volunteers – come in on an ad-hoc basis to assist with logistical tasks
- Event Volunteers – Assist with a variety of tasks associated with IWDA events including running the IWDA stall, selling merchandise or serving food and drinks. These are usually held outside of office hours

Am I suitable for this role?

Minimum commitment:

- Volunteer/Intern placements require a commitment of one day per week for a minimum of three months
- Casual volunteers are required to commit a few hours over the day they are rostered

Please note that IWDA request applications from women only. IWDA also has a Child Rights and Protection Policy and therefore, require a National Police Certificate and endorsement of IWDA's Child Rights and Protection of Conduct.

How and when can I apply?

Positions are advertised on the IWDA website <https://www.iwda.org.au/take-action/volunteer/>.

They are unable to accept applications to volunteer which do not address an advertised role. To be informed of new opportunities as they arise, register your interest in volunteering with IWDA.

Contact Information

Level 4, 225 Bourke Street

Melbourne VIC

E: iwda@iwda.org.au

Please note: All information stated above is directly sourced from the website: www.iwda.org.au. Please refer here for further information.

Victorian Immigrant & Refugee Women's Coalition

What is the Victorian Immigrant & Refugee Women's Coalition (VIRWC)?

VIRWC is a peak body representing immigrant refugee women's organisations across Victoria. The coalition provides representation, capacity building support and advice for a range of organisations whose priority is the development and support of refugee women.

VIRWC envisions an inclusive, just and peaceful community that is characterized by respect for the innate dignity of each human being, the celebration of difference and a feeling among immigrant and refugee women of social connection and belonging – in which the diverse contributions of immigrant and refugee women are enabled, supported and recognised.

How do I get involved?

As a not-for-profit organisation, VIRWC is always on the lookout for volunteers. If you are interested in volunteering with the VIRWC, please contact their office on 9654 1243 or email your CV to virwc@virwc.org.au. You can also get involved in their annual events such as the Mosaic Festival and Women's Forum.

Contact Information

Level 4, Victorian Trades Hall
54 Victoria St
Carlton South VIC 3054
T: (03) 9654 1243

Women's Information and Referral Exchange Inc

What is Women's Information and Referral Exchange Inc (WIRE)?

WIRE is the only Victoria-wide free generalist information, support and referral service run by women for women. It has been listening and giving voice to women's experiences since 1984 and every year, answers over 12,000 requests for information and assistance through the Women's Support Line, drop-in Women's Information Centre and via email and online chat.

WIRE offers a range of gender-specific training programs, and also researches and advocates for women's issues such as financial literacy and economic security, out-of-school-hours childcare, work-life balance and violence against women.

What tasks will I undertake?

WIRE's large team of 60 Telephone Support Volunteers answer hundreds of calls from individual women on issues including family relationships and legal issues, domestic violence, housing and homelessness, emotional well-being and mental health.

The volunteer team is a critical part of the WIRE telephone support service. Besides the telephone support workers, volunteers also assist in the Information Centre and the office.

Am I suitable for this role?

Applicants must be:

- Passionate about supporting and empowering Victorian women
- Open minded with great communication skills
- At least 21 years old
- Willing to learn more about issues affecting women today

Minimum commitment: Four hours per week during business hours.

How and when can I apply?

Call 1300 134 130 to register your interest and attend our next training orientation session. There are three training programs a year in February, May and October.

Contact information

372 Spencer St

West Melbourne, VIC 3003

T: 1300 134 130

E: infrorequests@wire.org.au

Victorian Women Lawyers

What is Victorian Women Lawyers (VWL)?

Victorian Women Lawyers is a professional group that promotes and protects the interests of women lawyers and engages with legal and social justice issues that affect women. It recognises those issues as being predominantly ones faced by women lawyers, and provides women with a supportive environment in which to discuss and address those issues.

What tasks will I undertake?

VWL conducts most of its work through its committees. Participation in a committee is a great way to become involved in VWL, meet new people and develop new skills. Committees include:

- Communications
- Justice
- Law Reform
- Membership
- Networking
- Women in Government
- Women Migrant's Legal Information Project
- Work Practices

Am I suitable for this role?

All year levels are welcome to join VWL and undertake volunteer work through the committees.

How and when can I apply?

New members are welcome to join the committees at any time of the year. Visit <https://vwl.asn.au/about/> for a full list of the different types of committees and their individual contact details.

Contact information

GPO Box 2314
Melbourne VIC 3001
T: (03) 9607 9558
E: contact@vwl.asn.au

YWCA Victoria

What is YWCA?

YWCA Victoria is part of the World YWCA, the largest women's organisation in the world. Present in 125 countries, the YWCA has been in operation since 1855 and engages with 25 million women and girls each year. In Victoria, YWCA works to educate, empower and support women and their communities through workshops, sports, cultural activities and housing. It also acts as an advocate and campaigner for women's rights across the state and is proud to be a powerful voice for equality and equal opportunity.

What tasks will I undertake?

You can volunteer generally for the YWCA Victoria for other Community Programs or in other areas such as event management, administration, photography, design and/or marketing work.

Am I suitable for this role?

YWCA looks for applicants with a range of skills, interests and background, share a commitment to women and a desire to help the organisation achieve the program and advocacy priority areas.

How and when can I apply?

To apply, fill out the form at <http://www.ywca.net/volunteer-application.asp>

Contact information

Office Administrator
164/180 Kings Way
South Melbourne, VIC 3205
T: 03 8341 8700
E: ywca@ywca.net

6. Disability Rights

Melbourne East Disability Advocacy

What is Melbourne East Disability Advocacy (MEDA)?

Melbourne East Disability Advocacy is dedicated to supporting, promoting and defending the rights of people who have an intellectual disability and to ensure that they are empowered to maximise their potential to participate in decisions affecting their lives. Support is provided directly by their professional and paid staff. It may also be provided by volunteer advocates where a person with an intellectual disability who is at risk of social exclusion is matched to a dedicated volunteer, an 'advocate'.

What tasks will I undertake?

Spokesperson:

Some people with an intellectual disability have difficulty communicating their interests and needs to service providers and other people. The advocate is able to provide an articulate voice for a person either in meetings or through written correspondence. The role a spokesperson is to represent the individual's rights and encourage them to 'speak up for themselves' as much as circumstances allow.

Practical Advocacy:

People with an intellectual disability may need assistance with using a phone, using a new piece of household equipment, reading a map or deciphering a public transport timetable. Advocates can support, teach or assist people with a disability to become as independent as possible by linking them with programs that empower them to increase their skill development. The advocacy partnership is not about the individual with a disability forming a dependency upon the advocate.

Community Inclusion & Friendship:

Advocates are encouraged to support the person to be included in the local community and provide emotional support.

Am I suitable for the role?

The role is flexible and the time commitment will vary depending on your relationship. At the beginning of a relationship MEDA asks that a volunteer advocate is in contact with the consumer at least once a fortnight.

Minimum commitment: MEDA asks for a 12 month commitment as it takes time to get to know people and build a rapport. When you have built a rapport you are in a better position to safeguard someone's rights.

How and when can I apply?

To apply, contact MEDA with your expression of interest on the details given below.

Contact information

T: (03) 9877 7990

E: office@meda.org.au

Please note: All information stated above is directly sourced from the website: <http://www.meda.org.au>. Please refer here for further information.

Office of the Public Advocate

What is the Office of the Public Advocate (OPA)?

Established by the Victorian State Government, the OPA works to protect and promote the interests, rights and dignity of people with a disability. The OPA provides a number of services for people with a disability through advocacy, guardianship, advice, education, information, research and support.

What tasks will I undertake?

Volunteers working with the OPA help to achieve their ultimate goal: to uphold the rights and interests of people with a disability and work to eliminate abuse, neglect and exploitation. OPA volunteers have unique responsibilities. Volunteers in each program operate under specific legislation, and OPA staff provide thorough training, guidance and ongoing support to each volunteer.

There are three different volunteer roles you can get involved in:

- Community Visitors
- Independent Third Persons
- Community Guardians

Am I suitable for this role?

Applicants must be/have:

- Seeking a challenging and rewarding voluntary role
- Determined to make a difference
- Willing to stand up for the rights of people with a disability
- Comfortable talking to people with a disability or mental illness
- Good communication skills

Minimum commitment: A few hours each week for at least two years as a volunteer (the OVAL project is an exception with a minimum commitment of 12 months).

Volunteers must be willing to participate in an interview if shortlisted, undergo a National Police Check, complete a Working With Children Check, complete all necessary training, agree to the OPA's Volunteer Code of Conduct and provide their own transport within their region.

How and when can I apply?

See www.publicadvocate.vic.gov.au/about-us/volunteer-vacancies for current vacancies or email the details below to be placed on a waiting list for your region if there are no vacancies at the time.

If you are considering becoming a volunteer, it is essential that you read the position description for the OPA volunteer program you are interested in.

Contact Information

Level 1, 204 Lygon Street

Carlton VIC 3053

E: opavolunteers@justice.vic.gov.au

Youth Disability Advocacy Service

What is the Youth Disability Advocacy Service (YDAS)?

The YDAS is raising voices, expanding choices and creating change for young people with disabilities in Victoria, Australia. YDAS works alongside young people with disabilities aged 12 to 25 to raise awareness of their rights and to support them to achieve what they want.

YDAS provide one-on-one support through their free individual advocacy service. It also works on broader social issues affecting young people with disabilities through systemic advocacy. This systemic work is directed by the YDAS steering committee, which is composed of young people from across Victoria, most of whom have disabilities.

What tasks will I undertake?

Volunteering opportunities involve helping on a project or tasks proposed by the Steering Committee. You can also apply to be on the Steering Committee.

The YDAS Steering Committee:

- Provides direction and vision for YDAS
- Decides, with the YDAS manager, which areas of systemic advocacy YDAS will work on and how
- Identifies and discusses issues of importance to young people with disabilities
- Provides input and feedback on YDAS campaigns and projects
- Represents YDAS on external groups and committees

Am I suitable for this role?

Opportunities to volunteer at YDAS are open to young people with and without disabilities who have a passion for disability advocacy. If you are a young person aged 12-25, you may also be interested in applying to join the Steering Committee. YDAS especially encourage young people with disabilities to apply.

Minimum commitment for the Steering Committee: One meeting every six weeks.

How and when can I apply?

If you are interested in becoming involved with YDAS, or would like to find out more, contact YDAS at info@yacvic.org.au.

Contact Information

Level 3, 180 Flinders St

Melbourne VIC 3000

T: (03) 9267 3799

E: info@yacvic.org.au

7. Indigenous Opportunities

Australians for Native Title and Reconciliation Victoria

What is Australians for Native Title and Reconciliation Victoria (ANTaR)?

ANTaR is a grassroots organisation campaigning for justice in solidarity with Australia's First Peoples. It coordinates a major national community education and awareness campaign on native title and reconciliation. ANTaR (Vic) focuses on activities and issues specific to Indigenous people in Victoria, while also supporting national campaigns and priorities.

What tasks will I undertake?

There are a number of roles at head office:

- Staffing stalls at community festivals and events to engage other supporters of our movement
- Office administration
- Account keeping and merchandising
- Communications and fundraising
- Campaign planning
- Researching for submissions and grant applications

Am I suitable for this role?

Volunteers must be enthusiastic and passionate about awareness and Indigenous rights.

How and when can I apply?

Fill out your details on <http://antarvictoria.org.au/volunteer/> and ANTaR will send you an application form.

Contact information

128 Fitzroy Street

Fitzroy, VIC 3065

T: 03 9483 1363

E: antar@antarvictoria.org.au

Aboriginal Family Violence Prevention & Legal Service

What is Aboriginal Family Violence Prevention & Legal Service (FVPLS)?

FVPLS Victoria was established in October 2002 to provide assistance to survivors of family violence and sexual assault and to work with families and communities affected by violence. It provides free legal advice, referrals, ongoing casework and court representation and assists in the areas of intervention orders, family law, child protection, victim's compensation and other legal problems arising from family violence. FVPLS Victoria also engages in community legal education and community development activities, as well as policy and law reform directed towards systemic change.

What tasks will I undertake?

Volunteers greatly benefit from FVPLS Victoria's service and have the opportunity to work in the areas of administration, research and policy work, both within the legal team and community legal education team.

Am I suitable for this role?

FVPLS Victoria seeks volunteers with experience in, or who are studying, law, community development, policy, Aboriginal studies or other relevant disciplines. FVPLS Victoria also continues to accept applications from people with experience in web design and development, communications, graphic design and grant writing. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

FVPLS Victoria also invites applications from people with experience in the following areas:

- Web design and development
- Communications
- Graphic Design
- Grant Writing

How and when can I apply?

To apply to become a volunteer at FVPLS Victoria, please send your CV with a covering letter to execsupport@fvpls.org. Please note that applications will only be considered within the two Volunteer rounds per year: 1st of February until the 28th of February and then the 1st of August until the 31st of August 2017.

Contact Information

292 Hoddle St
Abbotsford, VIC 3067
T: (03) 9244 3333

Testimonial: FVPLS

By Esther Faine-Vallantin

I volunteered at FVPLS from April 2015 to December 2016. Volunteering provided a practical element that was somewhat lacking in my legal education. The work exposed me to a whole range of skills and processes relating to family law, child protection and VOCAT. This helped me to appreciate how the law actually plays out in real people's lives, as well as the many barriers to legal support.

Through FVPLS, I have gained confidence in my practical legal writing skills, as well as in my research skills. I have also been able to reflect on what a career in community law, especially one with a focus on women and/or Indigenous Australians could look like. The experience has also given me a deeper and more nuanced understanding of social and legal issues affecting Indigenous Australians.

The lawyers and paralegals at FVPLS were all extremely helpful and open and provided me with feedback, as well as useful information about their matters and legal processes.

The work also forced me to confront a lot of conflicting ideals I have, and it has been challenging as well as rewarding. Issues such as family violence, substance abuse and addiction, incarceration and poverty are easier to think about in the abstract. My volunteer work has taught me that there is rarely a clear answer, and people are rarely only disadvantaged in one way. The work also reminds me of the importance of empowering clients to make decisions, and the difficulties practitioners face because of their clients' choices.

I would recommend the experience to anyone with an interest in family violence law and how it affects Indigenous Australians. It is important to remember that this is a very distressing area of law (and life). While the work can be quite emotional and distressing, the practical experience really helps you understand how the law affects real people and their lives.

As well as volunteering, I did some occasional paid paralegal work, and I understand other volunteers have also taken up long-term paid work with the organisation. As with any community organisation, opportunities depend on funding!

AFVPLS has an exemption to employ women only, and Aboriginal and Torres Strait Islander women are strongly encouraged to apply.

In terms of my hours, I have found them very flexible and accommodating.

8. Youth and Children

Ardoch Youth Foundation

What is the Ardoch Youth Foundation?

Ardoch has provided education support to children and young people in disadvantaged communities for over 25 years. The work of Ardoch began with founder Kathy Hilton's desire to see a 17-year-old girl experiencing homelessness stay at school and complete her education. Since then, Ardoch has helped thousands of children and young people to stay at school, receive a helping hand with their education and have access to more choices and opportunities in life.

What tasks will I undertake?

There is a range of ways that you can volunteer your time to support Ardoch Youth Foundation:

- Providing classroom support for literacy, numeracy and wellbeing
- Nurturing student's skills through lunchtime activities and workshops
- Supporting early oral language development through play-based learning activities at early childhood centres
- Assisting with administration and programs work at Ardoch's head office
- Supporting a range of excursions, incursions and events
- Helping them raise vital funds for Ardoch's work

Am I suitable for this role?

Volunteers must have the ability to work and communicate with children and adolescents.

Minimum commitment: Two hours per week at the same time each week for a minimum of six months.

Please note all volunteering takes place during school hours.

How and when can I apply?

Complete the Individual Volunteering Form at www.ardoch.org.au/individual-volunteering-form.

All applicants are screened through the following processes:

- Written application
- Phone Interview
- Full day on site training
- Reference checks
- Police check
- Working with Children Check
- Child protection code of conduct to be signed

Contact Information

Nes Davey or Tom Canny

T: (03) 9537 2414

E: volunteers@ardoch.asn.au

Embrace Education

What is Embrace Education?

Embrace Education is a non-profit, university student-run organisation that offers free educational support to disadvantaged high school students in Melbourne, Victoria. The main focus is to provide students from refugee, recent migrant and low socioeconomic backgrounds with free tutoring. This occurs through several programs including the Embrace “Homework Clubs”, “In School Tutoring” and “Individual Tutoring.”

What tasks will I undertake?

Generally volunteers assist students with completing their homework, improving basic literacy and numeracy skills and helping them with exam preparation and study skills. Embrace Education places great emphasis on assisting students to develop general life skills as well as academic skills.

Am I suitable for this role?

Embrace Education look for passionate university students, who are keen to do something to counteract the lack of opportunity available to refugee, recent migrant and low socioeconomic students.

In particular Embrace Education looks for people who demonstrate:

- Strong communication skills and competency in English
- The ability to competently tutor high school subjects or engage and assist primary school students
- Tolerance and respect towards people of other cultures and a willingness to learn from differing religious/cultural belief systems
- The attributes of maturity, empathy, good listening and interpersonal skills, patience, professional conduct and organisational skills
- Experience in the field (not essential, but valued highly)

Minimum commitment: At least 2-3 hours per week for 6 months.

How and when can I apply?

To apply visit <http://www.embrace-education.org/#!/volunteer/c15kq> and click on “Volunteer Now!” Please note that Embrace Education requires all volunteers to pass an interview, to get a Working with Children Check and attend mandatory training before being matched for tutoring.

Contact Information

T: 0467 736 188

E: recruitment@embrace-education.org

Centre for Multicultural Youth (CMY)

What is the CMY?

The Centre for Multicultural Youth supports and advocates for young people from refugee and migrant backgrounds to build better lives in Australia. Its purpose is to ensure that young people have every opportunity to succeed in Australia. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, the CMY is working to remove the barriers young people face as they make Australia their home.

What tasks will I undertake?

The CMY run five programs that recruit volunteers:

Ucan2

Volunteers help newly arrived young people make the most of their opportunities while balancing some of the challenges of day to day life. Volunteers are encouraged to share knowledge and skills.

Youth Advisory Group

Volunteers from refugee and migrant backgrounds advise CMY and represent other young people and share their views and ideas based on young people's interests.

Settle Smart

Volunteers act as Peer Educators and draw on their own experiences of settlement and deliver information sessions to newly arrived young people on topics such as racism & discrimination, employment rights, mental health, education pathways, sports and volunteering.

Homework Clubs

Volunteer tutors will work with primary and secondary school students who require additional learning support outside school hours.

Youth Referral and Independent Person Program (YRIPP)

YRIPP deliver a high quality system of adult volunteers called "Independent Persons" who attend police interviews with young people in police custody when a parent or guardian is not available.

Am I suitable for this role?

Ucan2

Volunteers must have:

- Excellent skills in communicating with individuals and small groups
- An understanding and sensitivity to working with people cross culturally
- Basic computer skills and understanding of social media
- Organisational skills and reliability to attend weekly sessions.

Training, supervision and support is provided to volunteers.

Minimum commitment: Two hours a week for a minimum of six months.

Youth Advisory Group

Volunteers must have:

- Migration experience
- The ability to articulate issues of concern for migrant and refugee youth
- Analytical and problem solving skills
- Demonstrated commitment to addressing issues faced by migrant and refugee youth
- Willingness to participate and a commitment to attend YAG meetings.

This role requires volunteers to be 12-25 years old.

Settle Smart

Volunteers need to be available for training on March 1 and 2.

Homework Clubs & YRIPP

Volunteers must:

- Attend the same session each week to retain consistency
- Have excellent language and communication skills
- Undergo relevant Police Checks and Working With Children Checks.
- Participate in a training program

Minimum commitment: Two hours a week for a minimum of six months.

Please see cmy.net.au/article/volunteer for more information on all of the above roles.

How and when can I apply?

Visit cmy.net.au/article/volunteer to see more information on how to apply for the various roles.

Contact Information

304 Drummond Street

Carlton, VIC 3052

T: (03) 9340 3700

E: info@cmy.net.au

SHINE for Kids

What is SHINE for Kids?

SHINE for Kids is a community organisation that provides advocacy support and various other services for the children of imprisoned parents and their families. They run a number of programs to allow affected children to develop coping mechanisms to deal with their current situations and to support each other. A core focus in providing this support is their belief in the power of early intervention to stem some of the negative effects of parental imprisonment.

What tasks will I undertake?

SHINE for Kids runs a Mentor Program, which provides guidance and support to the child/ young person, enabling them to participate in events and social activities, which will enhance their growth and development.

The Mentor Program links mentors to young people aged 8-17. The mentor connects with the young person and builds a relationship, becoming a consistent, stable person in their life. Mentors participate in social outings and other activities.

Am I suitable for this role?

SHINE for Kids welcome women and men over 18 years of age from all different cultures and backgrounds to participate in the mentoring program.

SHINE for Kids look for responsible adults with the ability to:

- reach out to children/young people who need support and guidance
- commit their time
- provide a positive example
- listen and communicate effectively
- be sensitive to the needs of others
- exercise good judgment
- demonstrate stability in significant areas of life

Volunteers must personally possess values that reflect those of SHINE for Kids and have appropriate and positive motivations with a non-judgmental attitude.

How and when can I apply?

To become a mentor, visit <http://www.shineforkids.org.au/volunteers/positions.html> for vacant positions. Download the volunteer application form from the website and send along with your CV to the address/ email provided on the bottom of the form.

Please note that additional checks and training may be required depending on the role chosen.

Contact Information

T: (03) 9688 2900

E: victoria@shineforkids.org.au

Please note: All information stated above is directly sourced from the website: <http://shineforkids.org.au/support-our-work/volunteer-with-shine-for-kids/>. Please refer here for further information.

8. Mental Health

Beyondblue

What is Beyondblue?

Most Australians have had some experience with anxiety, depression or a related condition, whether they've experienced it themselves or had family, friends or work colleagues go through it. Beyondblue's work is aimed at achieving an Australian community that understands depression and anxiety, empowering all Australians, at any life-stage, to seek help.

Beyondblue takes a public health approach, which focuses on improving the health of the whole population, across the whole lifespan. It tailors approaches when working with specific population groups, and work in a range of settings – including educational settings, workplaces, health services and online – in order to be accessible to as many people as possible.

What tasks will I undertake?

Tasks will depend on the positions available at the time.

However, you will:

- Work with a nationally respected not-for-profit organisation
- Develop new skills and gain new experiences
- Make new friends and be part of a team
- Feel a sense of personal achievement and satisfaction
- Gain a better understanding of depression and anxiety and the types of help available
- Help Beyondblue to achieve their vision

How and when can I apply?

Apply online at: <http://www.beyondblue.org.au/get-involved/volunteer-with-us>.

Contact Information

PO Box 6100

Hawthorn West, VIC 3122

T: (03) 9810 6100

The Butterfly Foundation

What is the Butterfly Foundation?

The Butterfly Foundation represents all people affected by eating disorders and negative body image – a person with the illness, their family and their friends. As a leading national voice supporting these needs, Butterfly highlights the realities of seeking treatment for recovery, and advocates for improved services from both government and independent sources.

Butterfly operates a National ED HOPE Service that includes support over the phone, via email and online. ED HOPE is staffed by trained counsellors experienced in assisting with eating disorders. It also provides a wide range of programs for service providers and recovery groups.

Am I suitable for volunteering?

While the Butterfly Foundation's volunteers vary in backgrounds and beliefs, they share the desire to make a difference.

How and when can I apply?

If you would like to register your interest to be a volunteer when opportunities arise, please visit <http://thebutterflyfoundation.org.au/employment-and-volunteer-opportunities/> to fill out the Expression of Interest Form.

Please note that Butterfly's Volunteer Program is subject to applicants having a formal interview as well as conducting relevant Criminal and Working With Children Checks.

Contact Information

1430 Malvern Road

Glen Iris, VIC 3146

T: (03) 9822 5711

E: info@thebutterflyfoundation.org.au

Mental Health Foundation of Australia

What is the Mental Health Foundation of Australia (Victoria)?

The Mental Health Foundation of Australia (Victoria) (MHFA) is the oldest Mental Health Association in Australia. It is an organisation of professionals, sufferers, families of sufferers, related organisations concerned with mental health and concerned members of the public.

The aims of the Mental Health Foundation of Australia (Victoria) are to

- Promote mental health and attitudes to mental health
- Establish collaboration with governments, individuals, and health related agencies, groups and organisations
- Make recommendations regarding mental health policy, implementation and services
- Encourage and initiate mental health research
- Encourage the highest standards in training and practice for the mental health professions
- Establish and support organisations which provide service, support and advice to the community
- Stimulate the development of informed public debate and opinion on mental health issues
- Work to remove the stigma associated with mental illness

What tasks will I undertake?

The MHFA can always use your skills to help achieve their mission, which is helping people who have mental health problems, their families and the people treating them. Tasks will vary but working as a volunteer is a good way to gain first-hand experience in mental health work.

Am I suitable for this role?

You should volunteer at MHFA if you are keen to do challenging work that has an impact on improving people's health.

How and when can I apply?

To apply, fill out a Volunteer Form found on the MHFA website and email it through with a current resume to admin@mentalhealthvic.org.au with a brief description of yourself.

Contact Information

Suite J, 450 Chapel Street

South Yarra, VIC 3141

T: (03) 9826 1422

E: admin@mentalhealthvic.org.au

9. Refugee and Asylum Seekers

AMES Volunteering

What is AMES?

For 60 years AMES Australia has helped new and recently arrived refugees and migrants to settle in to Victoria. AMES Australia offers much more than just teaching English – not only working with new arrivals but also with the community, business and Government to develop sustainable and effective settlement solutions for the whole Victorian community. The vision is for “full participation for all in a cohesive and diverse society.”

What tasks will I undertake?

There are three main types of volunteers:

Volunteer Tutor

Through the delivery of settlement, English language, vocational training and employment services AMES assists newly arrived migrants and refugees to build their new life in Australia. Volunteer Tutors assist AMES clients by providing English language support, links to the community and an understanding of the Australian way of life.

Settlement Volunteer

To provide practical settlement support, links to the community and an understanding of Australian culture to on-arrival refugee and humanitarian entrants and families. Settlement volunteers provide practical settlement support, links to the community and an understanding of Australian culture to newly arrived refugee and humanitarian entrants and their families.

Volunteer Mentor

Through the delivery of settlement, English language, vocational training and employment services AMES assists newly arrived migrants and refugees to build their new life in Australia. A mentor supports the assigned mentee in his/her pursuit of employment and a career in Australia. Mentees are currently or have been enrolled in the Skilled Professional Migrant Program.

Am I suitable for the role?

- Proficiency in using the English language, both written and oral. Accent should not impede clear understanding by the learner
- Good interpersonal and communication skills
- Knowledge of the community and/or information services (for settlement volunteers)
- Knowledge of the Australian workplace (for volunteer mentors)
- Significant Australian workplace experience (for volunteer mentors)
- An understanding of and empathy with people from diverse cultural backgrounds
- A non-judgemental attitude
- Ability to work independently
- Responsible record keeping

A comprehensive training course is provided for some roles free of cost as well as access to resources and follow up workshops.

Engagement is subject to the needs of the program, completion of satisfactory interview and police checks, attendance at the required training program and satisfactory performance and conduct.

Please see <https://www.ames.net.au/volunteering.html> for more details.

Minimum commitment: One or two hours per week for a minimum of six months.

How and when can I apply?

1. Phone or email the coordinator in your local area (website below).
2. Download and complete the application form available at:
<https://www.ames.net.au/volunteering/volunteer-tutors.html>.
You can email or post your form back or bring it with you to the interview.
3. Attend an interview with the coordinator. Please bring evidence of 100 points of ID for police check processing.

Contact information

T: 13 AMES (13 2637)

(03) 9926 4674 (volunteer tutor enquiries)

(03) 9926 4036 (settlement volunteer enquiries)

(03) 9926 4648 (volunteer mentor enquiries)

E: Volunteer Tutor Program Coordinator smithm@ames.net.au

Centre for Multicultural Youth

What is the Centre for Multicultural Youth (CMY)?

The CMY was established in 1988 and was the first organisation in Australia to work exclusively with migrant and refugee young people. Now an independent organisation, CMY has grown from a network, to becoming a central point of referral, information and research. CMY's aim is to ensure that young people from migrant and refugee backgrounds have every opportunity to succeed in Australia.

What Programs are Offered?

I Speak Football

Launched in 2015, CMY's I Speak Football program is a youth-led initiative that uses football to tackle social inclusion head on.

For more information or to get involved, contact Edward Alexander, CMY Project Officer for Sports & Recreation, E: ealexander@cmy.net.au or call for information on 03 9340 3700

Ucan2

Ucan2 is a partnership between AMES Australia, CMY and Foundation House. It recognises the need to provide additional support for young people (16-24 years) who are newly arrived to Australia and from a refugee or migrant background.

Through a variety of group activities, Ucan2 Volunteers share their work, study and life experiences in Australia; act as positive role models, help young people practice English; and help foster young people's confidence to make social connections and develop their skills.

Ucan2 Volunteers attend an allocated site on the same day of the week for approximately 2.5 hours in the afternoon, anywhere between 12.30 and 3.30pm.

A full semester commitment is required in order to be part of this program, and volunteers must be interested in building social connections and sharing their experiences in a culturally sensitive and welcoming manner.

www.cmy.net.au/Ucan2

Youth Referral and Independent Person Program (YRIPP)

YRIPP delivers a high quality system of adult volunteers called Independent Persons who attend police interviews with young people in police custody when a parent or guardian is not available. YRIPP seeks to divert young people from future offending through early intervention at the point of police contact. Independent Persons are there to protect the young person from the disadvantage inherent in their age and to ensure the young person understands what is happening to them and why. Please see the CMY website for a more in-depth position description before applying.

MY Mentoring

MY Mentoring is a pilot program seeking to improve educational outcomes for disadvantaged migrant and refugee background young people through culturally targeted mentoring. During the pilot period, MY Mentoring is delivering programs for African and Pasifika background young people in selected schools and community-based learning support programs in the western suburbs of Melbourne. Volunteers will be asked to make a commitment to volunteering for a full semester at mentoring programs in Kings Park or St Albans.
<http://www.cmy.net.au/my-mentoring>

How do I apply?

Each program is different so please go to the CMY website at <http://www.cmy.net.au/volunteer> for more information. Each program seeks culturally sensitive applicants. Most programs require a minimum time commitment of one semester (16-18 weeks). CMY is a child-safe organisation.

Contact information

Carlton (Head Office)
304 Drummond Street, Carlton VIC 3053
T: 03 9340 3700
F: 03 9349 3766

Asylum Seeker Resource Centre

What is the ASRC?

The ASRC is a community-lead, non-for-profit organisation that is committed to upholding the human rights of all people seeking asylum.

What tasks will I undertake?

The volunteer roles are diverse and each requires different sets of skills, experience and availability. An Information Evening is the best opportunity to talk to Program Managers about what the roles involve.

Am I suitable for the role?

The ASRC are looking for volunteers who are:

- Over the age of 18
- Reliable and deeply committed to the welfare of asylum seekers and the values of the ASRC
- Prepared to sign the ASRC Volunteer Agreement
- Willing to apply for a Police Check at your own expense (\$16)
- Prepared to undertake the ASRC Volunteer Induction Program- this is a four hour training session
- Able and prepared to undertake 'program specific training' if necessary

Minimum commitment: Generally, volunteers must be prepared to volunteer with the ASRC for a minimum period of one full day per week for 12 months.

How and when can I apply?

1. Attend an Information Evening (after which you will go on our Volunteer Register and receive a monthly email with current volunteer opportunities).
2. Submit an application for a role that suits your skills, experience and availability. The application will include an online form, CV and cover letter.
3. Undertake an interview.
4. If successful, attend volunteer induction and undergo a police check.
5. Start volunteering.

For more information please see: <http://www.asrc.org.au/get-involved/give-time/become-a-volunteer/>.

Contact information

214-218 Nicholson Street

Footscray, VIC 3011

T: 03 9326 6066

E: admin@asrc.org.au

Refugee Council of Australia

What is the Refugee Council of Australia (RCOA)?

The Refugee Council of Australia (RCOA) is the national umbrella body for refugees and the organisations and individuals who support them. RCOA is a non-profit, non-government organisation and is funded through contributions from its members and by project grants from philanthropic bodies and government agencies. The priority activities for RCOA are set by its members, as represented by an elected Board. RCOA's own work is centred around five key areas: policy, support for refugees, support for its members, community education and administration.

What tasks will I undertake?

Volunteers perform a wide range of tasks, including: helping research and draft publications, helping RCOA write content for their website and bulletins, attending member events and networks, helping organise events, helping RCOA gather and analyse data and helping RCOA answer public enquiries. People with specialist skills also help with translating documents, designing the RCOA website and communications, and giving advice on areas within their expertise.

Am I suitable for this role?

To be suitable for the role, you will have a passion for the development of humane, lawful and constructive policies towards refugees and asylum seekers by Australian and other governments. Communication skills, flexibility and commitment are required. RCOA generally requires a minimum commitment of one day a week for at least six months of the year.

How and when can I apply?

Vacancies will be advertised at <http://www.refugeecouncil.org.au/get-involved/volunteering/#ozwide>. All applications are submitted online. Online applications include a number of questions surrounding the current state of law with regards to refugees and asylum seekers.

Contact Information

Level 6, 20 Other Street

Collingwood, VIC 3066

T: (03) 9600 3302

E: admin@refugeecouncil.org.au

10. Homelessness

Sacred Heart Mission

What is Sacred Heart Mission?

Every day of the year SHM assists hundreds of people who are homeless or living in poverty to find shelter, food, clothing, care and support.

What tasks will I undertake?

There are volunteering opportunities in the following:

- Op Shops
- Meals Program
- Aged Care Hostels/Rooming House
- The Wellbeing and Activities Program
- Hands on Health Clinic
- Reception/Administration/Events/Fundraising

Am I suitable for the role?

Volunteers must have a keen interest in the wellbeing of the homeless and want to improve the quality of life for all involved.

How and when can I apply?

If you are interested in volunteering work, please check the opportunities available on the website and then submit your application online.

Contact information

87 Grey Street

St Kilda, VIC 3182

T: Volunteer Officer: 03 9536 8460 or 03 9536 8471

E: volunteer@sacredheartmission.org

Lighthouse Foundation

What is the Lighthouse Foundation?

Lighthouse Foundation's vision is to end youth homelessness, together. It does this by supporting homeless young people to take their rightful place in the community. Lighthouse provides them not just with a home, but with a family and a therapeutic model of care that is individually tailored and proven to work. Through their Lighthouse experience, young people can heal, learn to relate to others again and start to rebuild their lives.

What tasks will I undertake?

You may be able to assist with pro bono services in a variety of ways. Handyman skills are always needed, and particular value is placed on skills such as grant-writing, which can assist us to gain funding from the many philanthropic trusts and foundations which support our work.

Tasks will vary according to the role. There are sometimes opportunities to volunteer at Lighthouse events, in our Youth Resource and Administration Centre and on the committees that support each of our suburban homes.

Am I suitable for the role?

In order to uphold our commitment to protecting the wellbeing of vulnerable young people throughout all areas of our work, all volunteers are required to complete the following:

1. Working with Children Check
2. CrimCheck
3. Privacy and Confidentiality Statement
4. Child Safety Code of Conduct Agreement

Volunteers who will have direct contact with the young people residing in a Lighthouse home are also required to undertake a psychometric social screen with a Lighthouse psychologist.

How and when can I apply?

See <http://lighthousefoundation.org.au/participate/volunteer/> for current opportunities.

Register your details for your chosen opportunity on <http://lighthousefoundation.org.au/participate/volunteer/> and outline the skills you may be able to bring to a volunteering position.

Contact information

13 Adolph Street,
Richmond, VIC, 3121

T: 03 9093 7500

E: office@lighthousefoundation.org.au

For volunteer enquiries: fairliec@lighthousefoundation.org.au

CHAPTER

4

**INTERNSHIPS
AND
CAREER
DEVELOPMENT**

Aurora Internship Program

What is the Aurora Internship Program?

The Aurora Internship Program places legal students and graduates at over 130 Native Title Representative Bodies (NTRBs) and other organisations around Australia, working in land rights, policy development, social justice and human rights, all with an Indigenous focus. The duration of the Program is for 4-6 weeks full-time and is unpaid.

The program not only provides much needed assistance to host organisations but also promotes career opportunities by raising awareness of the NTRB system and Indigenous affairs more generally, and attracts students and recent graduates to work in the sector.

What tasks will I undertake?

Interns can be placed at either one of the 15 Native Title Representative Bodies (NTRB) or 8 Prescribed Body Corporates, supporting their legal or research staff; or at one of over 90 other host organisations working to support the Indigenous sector.

Interns should expect to be given a balance of challenging and interesting tasks along with a fair amount of administration tasks (database entry, filing etc).

Most NTRB internships involve native title and land rights-related work, but the work may also cover constitutional law and local government regulations.

Lawyers at NTRBs represent native title holders in their native title claims under the Native Title Act 1993, advise traditional owners on agreements and negotiate agreements alongside traditional owners. They assist with the establishment of PBCs, corporations formed as a result of a native title determination, prepare submissions to government and attend court and on-country meetings, among a raft of other tasks.

Internships at other organisations could encompass a wider range of advocacy, research and policy issues relating to human rights, social justice, policy development and Indigenous affairs more generally. You should be aware that the work may not involve native title.

Am I suitable for this role?

For a legal internship, applicants must have:

- A strong academic record
- An interest in the area of native title, social justice and indigenous affairs
- Strong cultural awareness and sensitivity
- Good interpersonal and communication skills
- Completed or enrolled in Property Law

Minimum commitment: Four to six weeks during the June to July break or the November to February break. The internship involves roughly 40 hours of work per week.

How and when can I apply?

Online applications for the upcoming winter 2017 round of internships open from Monday 6th March through to Friday 31st March 2017. All applications must be submitted online via the Aurora website at: <http://www.auroraproject.com.au/aurorainternshipprogram>.

Additional Information

You will be required to cover your own day-to-day expenses, accommodation and transport. You may obtain funding through the Student Mobility Fund; however, you must meet the eligibility requirements found at: <https://www.monash.edu/law/current-students/study-opportunities/student-mobility-fund>.

As well as legal internships, the Aurora Project also offers anthropology and social science internships. Please see the website for more information.

Contact Information

100 Botany Road

Alexandria, NSW 2015

T:(02) 9310 8400

E: placements@auroraproject.com.au

Australian Law Reform Commission Legal Internship Program

What is the Australian Law Reform Commission (ALRC) Legal Internship Program?

The Australian Law Reform Commission provides opportunities for current law students to work alongside Commission members and legal staff as legal interns.

The ALRC does not provide any remuneration or financial assistance to interns.

Interns work on a voluntary basis, and may work with the ALRC for a day a week for one semester, or for three weeks over the summer break. ALRC internships are based in Sydney.

What tasks will I undertake?

Internships provide an opportunity for students to increase their awareness of law reform issues while also allowing the ALRC to benefit from students' research and writing skills. Intern work is credited in ALRC publications. Interns are supervised by a staff member, and undertake research work determined by the needs of the ALRC. Generally, the ALRC will be working on two to three inquiries at any particular time, ranging from technical aspects of the law to questions of broad social policy.

Am I suitable for this role?

The ALRC Legal Internship Program is open to penultimate and final year students. Skills that are sought after include

- Strong research skills
- Ability to analyse and communicate complex information
- Excellent written communication skills
- Ability to write clear and concise documents, including research briefs and memos
- Ability to work independently with professional guidance
- Work experience, or interest in law reform and social policy development

How and when can I apply?

Applications for Summer 2018 close on 23 October and are for a three-week period in Sydney between either January 9 to 27 or January 30 to February 17. Priority is given to interstate students for the summer program.

Applications must include a short cover letter addressing the selection criteria and setting out the reasons for your interest, a resume including contact details, current course of study, years completed and any previous tertiary studies completed and relevant work experience, and an up-to-date copy of your university transcript of results, showing subjects undertaken and grades achieved. Applicants may also be required to attend an interview.

Contact Information

T: (02) 8238 6333

Australian National Internships Program

What is the Australian National Internships Program (ANIP)?

The Australian National Internships Program (ANIP) gives Australian and International undergraduate and postgraduate students an opportunity to work at the heart of Australian policy and politics. The elite program arranges 13-week research-orientated internships at a variety of Canberra and NSW locations. Interns develop career and research skills while building professional networks that can give them an advantage in a competitive employment market.

What tasks will I undertake?

The focus of the internship is the completion of the research report, which counts for a significant portion of your grade. As part of the subject, you will attend weekly workshops at ANU that enable discussion about placement dynamics, research report requirements, interviewing and oral presentation of reports. You will be based at a national or international organisation.

Am I suitable for this role?

To be suitable for this internship you must:

- Be a university student
- Have successfully completed 96 credit points
- Have received approval to obtain academic credit for your internship prior to applying
- Have obtained at least a credit average
- Be willing to enrol at Australian National University for the period of the internship

How and when can I apply?

Applications are accepted in both first and second semester. Applications for semester 2, 2017 close on 30 April.

Applications can be completed online at: <http://anip.anu.edu.au/internships/anip/apply>.

You must also include a statement outlining why you are applying, what you hope to achieve and what skills you have to offer, a current CV, an original official academic transcript, three referee reports (two must be academic), approval from Monash University ensuring credit approval for ANIP and complete an ANU application for cross-institutional study.

Contact Information

Level 3, Room 3.22 Beryl Rawson Building (13)

Ellery Crescent

The Australian National University

Canberra ACT 0200

T: +61 2 6125 8540

E: internships@anu.edu.au

Bridges Across Borders Southeast Asia Community Legal Education

What is BABSEACLE's Legal Studies Externship Clinic?

BABSEACLE has been working collaboratively on an international level since 2003 to develop justice education and pro bono related programs throughout Asia. The BABSEACLE Legal Studies Externship Clinic offers an opportunity to make a real contribution to helping people achieve access to justice in Asia while being involved in a remarkable experience of living and working in the region.

What tasks will I undertake?

Interns will be engaged in a variety of tasks which will include reading curriculum for substance as well as proofreading/formatting lesson plans, helping to create and revise lesson plans with the BABSEACLE and CLE university teams, developing and evaluating CLE English curriculum through the trainings themselves and synthesizing the participants' evaluations and evaluating through direct observations in order to improve and revise curriculum.

Am I suitable for this role?

The three week clinic will run from June 25th to July 16th, 2017. The application deadline is April 1st, 2017. General requirements include a strong academic record, interest and/or showing of work in the area of access to justice, social justice and community service, cultural awareness and sensitivity, and a willingness to commit the minimum required period of time in the externship clinic.

How and when can I apply?

The application deadline for the 2017 International Legal Studies Externship Clinic Summer Programme is April 1. The Externship will run from the June 25 until July 16.

To apply, students must fill out the application form located at <https://www.babseacle.org/articles/babsea-cle-legal-studies-international-externship-clinic-application-details-and-deadlines/>.

Students must also submit a current resume, cover letter, two reference letters, a writing sample, a liability waiver and a scanned copy of a valid passport.

Complete the application process and send the required documents to:

ldonnison@babseacle.org and CC: legalintern@babseacle.org, blasky@babseacle.org, wmorish@babseacle.org.

Additional Information

The program costs \$1800 USD. BABSEACLE is a grassroots organization where many of the staff and directors receive a very small amount of income for their work and many others are volunteers.

Castan Centre In-House Internship

What is the Castan Centre In-House Internship Program?

The Castan Centre for Human Rights Law seeks to promote and protect human rights through the generation and dissemination of public scholarship in international and domestic human rights law. The Castan Centre believes that human rights must be respected and protected, allowing people to pursue their lives in freedom and with dignity. The in-house internship program provides passionate Monash Law students the opportunity to work on the Centre's policy, research and public education projects.

What tasks will I undertake?

The in-house internship program gives passionate Monash Law students the chance to work on the Centre's policy, research and public education projects. Tasks may include:

- Conducting research for parliamentary submissions, policy papers and web resources such as the *Have You Got That Right?* video project
- Writing articles for Castan Centre newsletters
- Helping to organise events such as public lectures and the annual human rights conference
- Undertaking a modest amount of administrative work

Am I suitable for this role?

To be considered for a Castan Centre In-House Internship, student must:

- Be studying Bachelor of Laws (or any Bachelor of Laws double degree), JD degree or LL.M degree at Monash University and be an enrolled student at the time of the internship
- Have completed International Human Rights (LAW4155) or Human Rights in Australian Law (LAW4172), or Overview of International Human Rights Law (LAW7026) or their equivalent (must be a law subject) by the start of the internship. This requirement is NOT negotiable and having taken International Law or International Humanitarian or International Criminal law will not suffice
- Have achieved a minimum credit (60%) average across their law studies

How and when can I apply?

Applications for Semester 1 2017 have now closed, but re-open for semester 2 2017 intake. Interns will be selected based on the strength of their CV and cover letter. There will be no interviews. Once the application process commences, students should email through their CV, academic transcript and brief cover letter.

Contact Information

Caitlin Mcinnis, Project Officer
Castan Centre for Human Rights Law
E: caitlin.mcinnis@monash.edu

Castan Centre In-House Internship

By Kirsti Weisz

It's hard to come by an internship that provides the opportunity to assist with legal policy work. The Castan Centre In-House Internship is an ideal way to gain experience in writing policy submissions and researching government policies involving human rights.

With a welcoming and caring work environment, the Castan Centre internship is not limited to providing practical skills. It's a great opportunity to speak to like-minded people passionate about the same issues. The tasks are outlined clearly by the supervisors, which is especially helpful if you are not used to working in this field. One of the highlights is that you are working with two other interns to complete the tasks.

In my first week at the Centre, I have used my legal research skills to investigate state and territory laws on relevant human rights issues. Human rights overlap with our daily life in so many ways, which means that the tasks could involve anything from juvenile detention to Australia's cuts to foreign aid. I have also hunted down significant news articles to post on Twitter.

The internship can be undertaken for three weeks in the winter or summer breaks or for one day a week during semester one and two. There is no interview process but you are required to write a cover letter and include your academic transcript.

If you're passionate about human rights issues and want to create change in a broad way, the Castan Centre Internship is a perfect match.

Castan Centre Global Internship

What is the Castan Centre Global Internship?

The Castan Centre for Human Rights Law seeks to promote and protect human rights through the generation and dissemination of public scholarship in international and domestic human rights law. The Castan Centre believes that human rights must be respected and protected, allowing people to pursue their lives in freedom and with dignity.

The Global Internship Program provides Monash Law students with the opportunity to travel to some of the world's leading human rights institutions and forums to work for three to four months. Interns are selected in second semester each year, and most internships run over the summer break, or in first semester. Global Interns are provided with financial assistance from the Castan Centre Global Internship Fund.

What tasks will I undertake?

The nature of the work completed will vary depending on the host agency. However, interns in the past have undertaken legal research, submissions to the government and courts, interviewing clients and various policy work.

Am I suitable for this role?

All internships will be open to Monash Law students, whether full-time or part-time. For a full list of eligibility criteria, please refer to <http://www.law.monash.edu.au/castancentre/for-students/internships/global-intern-program-elig-criteria.html>.

How and when can I apply?

Students can apply for up to three internships. Students can submit applications either electronically or in hard copy. Deadlines and more information will be released at a later date.

Applications should include an application form available at the below link, a brief cover letter (600 words), a CV and a current academic transcript.

For more information about how to apply, please refer to: <http://www.monash.edu/law/research/centres/castancentre/for-students/internships/global-intern-program-new-year-selection-info-page>.

Contact Information

Caitlin Mcinnis, Project Officer

Castan Centre for Human Rights Law

E: caitlin.mcinnis@monash.edu

Internship with Human Rights First, New York City

By Gemma Hallett

I'm currently working in the Refugee Representation Team on Human Rights First (HRF), an advocacy and casework not-for-profit organisation. My work mainly involves client casework for refugees and people seeking asylum. HRF is referred clients from a range of sources, and we generally act as a clearinghouse to assist clients in preparing their asylum applications for immigration court. Some of my tasks have included interviewing clients about the reasons they fled their country, compiling interview notes, researching country conditions to bolster their claim, researching U.S. case law to establish points of law for particular clients, admin and clerical tasks, document reviews and redaction, and general paralegal tasks. My team is wonderful – everyone speaks a million languages, and it's inspiring to work every day with lawyers and social workers who love what they do and are preparing to fight fiercely through the next four years of an anti-human rights administration.

I'm loving my work, particularly the opportunity to conduct in-depth country conditions research for clients. I've learned more than I ever thought I'd need to know about censorship in Tajikistan, garment industry organisers in Bangladesh, elections in Zanzibar and homophobia in Ukraine. It's super exciting to finally get to apply what I've learned in my law and politics studies in the real world, and make a difference to client's lives through that work. Although it's been challenging to get my head around the U.S. immigration system, and the subtle differences between Australian and American legal terminology is tricky, I'm really enjoying the challenge.

Meanwhile, I get to live in New York! This city is such a fantastic base for solo travellers. I'm living in a sharehouse in Brooklyn, exploring the city on weekends, eating a lot of bagels and fried chicken, and obsessively keeping up with the bizarre and tumultuous state of U.S. politics in the lead-up to Trump's inauguration this weekend.

Tips for applying

The criteria for becoming a Castan Centre Global Intern are quite rigorous. You need to have completed several compulsory law subjects, which means applicants are generally in the final years of their studies. You also need to have a decent WAM. After this, the most important criterion is a demonstrated commitment to and interest in human rights. Usually, applicants can demonstrate this by showing they've completed one or more human rights-related law subjects, have volunteered in community services or human rights-focused roles, work in the human rights field, or have a history of leadership or service roles which give back to the community. If you can demonstrate any of these things, and you're interested in gaining international human rights law experience, then I'd encourage you to apply!

If your application progresses to the notoriously tricky interview stage, congratulations! The interview is not your usual job interview. Apart from the usual questions – why do you want the internship, and why are you interested in the particular organisation(s) that you applied for – expect a pop-quiz on international human rights law. (This is why they only encourage you to apply if you're really nerdy about human rights!) You'll be asked your views on several current human rights law issues – from Guantanamo Bay to child abuse to comparative immigration policy to habeus corpus to women's rights and universality, depending on which internship you apply for. So, you need to know your stuff and be prepared to confidently present yourself. It's daunting, and me and many other applicants applied and then re-applied the next year after falling short at the first interview. However, if you're truly passionate and seeking a career-shaping international experience, it's worth the stress and preparation to submit a quality application and do your best!

I'm not even halfway through my internship right now, but I'm loving every minute and I strongly encourage you to apply if you want to push yourself, learn about the world and start shaping your career in human rights law now.

The Department of Premier and Cabinet Summer Internship Program

What is the Department of Premier and Cabinet?

The Department of Premier and Cabinet leads the Victorian public service, advising government on emerging policy issues and reviewing the impact of government decisions. DPC supports the Premier as head of the Victorian government and Cabinet, the Deputy Premier, the Minister for the Arts, and the Minister for Multicultural Affairs and Citizenship. The DPC Legal Branch has responsibility for liaison with the Justice portfolio with a particular focus on legal policy development. Other key roles for the Legal Branch are to provide advice on commercial matters, administrative law, constitutional law, machinery of government and parliament and inquiries matters.

What tasks will I undertake?

The DPC Summer Internship Program is a 12-week program on a fixed term basis during the Summer University break. Interns are employed at the base of a VPS Grade 1 on a full-time basis. The program provides undergraduate university students the opportunities to experience a structured work placement in the department and the portfolio agencies.

Am I suitable for this role?

Final and penultimate year university students from a range of academic disciplines are invited to apply.

How and when can I apply?

The application process starts in mid-July and the program commences in November each year. For further information, please email dpc.hr@dpc.vic.gov.au.

Contact Information

T: 1300 662 930

E: dpc.hr@dpc.vic.gov.au

New York Human Rights Watch Internship Program

What is the Human Rights Watch Internship Program?

Human Rights Watch (HRW) is one of the world's leading independent organisations dedicated to defending and protecting human rights. Their rigorous investigations and strategic, targeted advocacy builds intense pressure for action and raises the cost of human rights abuse. HRW offers internship opportunities in many of their global offices.

What tasks will I undertake?

Internship descriptions vary but may include desk research, drafting documents, assisting with event planning, helping researchers prepare for missions, monitoring human rights developments in various countries, data analysis, liaising with current and prospective donors, and engaging in advocacy efforts aimed at curtailing human rights violations.

Am I suitable for this role?

The selection criteria for each internship position varies. Read each position description at <https://www.hrw.org/about/internships>. Generally, applicants should be well organised, self-motivated, reliable, possess a strong interest in international human rights and have sound computer skills. Any experience or knowledge of a foreign language is advantageous.

How and when can I apply?

Vacant positions are advertised at the above link. Advertisements are removed as soon as the position is filled, so apply as quickly as possible.

Contact Information

The best way to contact HRW is via their online contact form at <http://www.hrw.org/contact/new-york> or through the emails provided for each internship.

International Court of Justice Internship

What is the International Court of Justice Internship?

The International Court of Justice offers internships of 1-3 months to students and young professionals who are in the early stages of their careers. The internship is an opportunity for them to put their knowledge and experience into practice, while performing certain tasks for the Court under the supervision of Registry officials.

Given the size of the organization, only a limited number of internships can be offered throughout the year. Placements are, however, possible in all departments and divisions of the Registry. The working languages of the Court are English and French.

What tasks will I undertake?

Internships may be within any of the Registry's three departments – legal matters, linguistic matters or information. There are also a number of divisions including finance, publications, information technology and archives.

Am I suitable for this role?

Knowledge of French is required.

How and when can I apply?

Intake is year round and subject to the needs of the Registry. To apply, complete the online application form at <http://www.icj-cij.org/registry/internships.php?init=true>.

Additional Information

Candidates are informed that they will not receive any financial compensation from the Court for their internship and that they themselves will be responsible for meeting immigration requirements, arranging travel and accommodation and obtaining valid medical/accident insurance coverage. They will further be required to sign a written undertaking binding themselves to keep strictly confidential any information obtained during the course of their internship. Upon completion of the internship, a certificate will be issued to them, summarising the tasks performed and providing an evaluation of the work done.

Contact Information

Peace Palace, Carnegieplein 2, 2517 KJ

The Hague, The Netherlands

T: (+31) (0)70 302 23 23

Owing to their large number, the Court will not reply to telephone, e-mail or fax enquiries.

Reprive Internship

What is Reprive?

Reprive is an anti-death penalty organisation, which runs volunteer, and internship programs to raise awareness of the death penalty and its associated humanitarian issues. It also provides legal and humanitarian assistance to people facing the death penalty.

What tasks will I undertake?

Interns are placed in capital defence offices in Louisiana, Texas, North Carolina and Florida. Interns are given in-house training and common tasks include file management, investigation and research. Reprive Australia also places interns with their capital defence partners in Thailand, Indonesia, Malaysia and Singapore.

Am I suitable for this role?

Interns must be unshakably opposed to the death penalty; show maturity and self-sufficiency; be capable of working independently and as a team; be capable of performing legal and factual research; have strong computer skills, and have an understanding of the various issues involved in the death penalty debate.

Minimum commitment:

Internships in the US: minimum of three months and 50-70 hours of work per week.

Internships in South East Asia: minimum of one month.

How and when can I apply?

Applicants must join Reprive Australia before applying to be an intern. There is no set deadline for applications, however it is recommended that you apply at least three months in advance.

Written Application Process

Applications should be sent to overseas.volunteers@reprive.org.au and please cc the email to contact@reprive.org.au. Applications must also include:

- The completed application form
- Current CV
- Sample of professional or academic writing
- Covering letter explaining your interest in undertaking to Internship
- Recent digital photo
- Names and contact details of one academic and one professional reference
- Scanned copy of the photo page of your passport
- Scanned copy of national police check dated no less than 12 months ago

See website for full details.

Contact Information

E: contact@reprive.org.au

Please note: All information stated above is directly sourced from the website: <http://reprive.org.au/>. Please refer here for further information.

Victoria Law Foundation Internship

What is the Victoria Law Foundation Internship?

The Victoria Law Foundation helps Victorians understand the law and their legal system. It aims to empower Victorians to access the law and to make informed decisions about their lives based on a clear understanding of the law and how it affects them. Victoria Law Foundation's internship program aims to give current Victorian law students an understanding of our work to improve legal literacy and access to legal services in Victoria.

What tasks will I undertake?

The internship program provides an exciting opportunity to gain exposure in our work in grants, publications, education and communications. Intern projects will vary but could include undertaking general legal research, writing human resources policy and developing distribution and marketing plans for legal education materials. Interns are provided the opportunity to meet and work with other key organisations from the legal sector.

Am I suitable for this role?

You must be a current law student at a Victorian university undertaking either an undergraduate law degree or a JD.

How and when can I apply?

Applications for 2017 are now closed but 2018 applications will open in late this year. To stay up-to-date with internship opportunities, subscribe to their newsletter at:

<http://www.victorialawfoundation.org.au/subscribe>.

Contact Information

T: (03) 9604 8100

E: internship@victorialawfoundation.org.au

CHAPTER

5

**CAREERS
IN
SOCIAL
JUSTICE**

‘Don’t rule yourself out of anything - apply for everything’.

‘Get out of your comfort zone.’

‘Not practising law is not a failure.’

It’s easy to get caught up in other people’s perceptions of what a ‘successful’ career is. The truth is, we are all just trying to find our way.

If you work in commercial law for a few years, it’s great training and you will have money behind you to pursue a career in human rights. You could work remotely for a community legal service and get experience applying human rights law in a domestic context. You could volunteer internationally for Human Rights Watch or the United Nations, or a small NGO. You could start your own NGO. There’s no ‘wrong’ way.

Love the work you do, and who you work with. Contribute meaningfully to your country and to the world. Be ambitious, innovative and courageous. You define your own success, and together we will forge the ‘pathway’ for a career in human rights/international law.

Extracted from Roxanne Moore’s contribution to the 2015 SJE Guide.

Justice Connect

Practical Legal Training Program

What is Justice Connect?

Justice Connect helps people facing disadvantage who are ineligible for legal aid and cannot afford a lawyer to access free legal assistance. Along with delivering services to those who need them, they work closely with lawyers to build and strengthen a commitment to the pro bono ethos and to support them to undertake pro bono work. They strive to challenge and change unfair laws and policies that inhibit access to justice.

Justice Connect regularly recruits PLT students to work in their Melbourne and Sydney Offices with our Not-for-profit Law, Homeless Law, Seniors Law, MOSAIC, Self Representation Service and the Referral Service teams.

What tasks will I undertake?

PLT students will receive on the job training and supervision, and are expected to undertake responsibilities including taking instructions from individuals and not-for-profit organisations, undertaking legal research and drafting letters, memorandums and briefs. Students also refer matters to pro bono lawyers and follow up on referred matters. Limited opportunities are also available to provide legal advice and conduct substantive casework, in addition to assisting in policy and law reform work.

Am I suitable for this role?

Applicants must be currently enrolled in PLT and show a commitment to human rights, social justice and community law. Justice Connect also looks for applicants with an ability to communicate with a wide range of stakeholders in a confident and respectful manner, with excellent research skills, and who demonstrate an ability to work effectively and collaboratively in a team environment. Applicants should also show an understanding of the issues that affect vulnerable, marginalised and disadvantaged clients.

Minimum commitment: 60 days of practical legal training at Justice Connect

How and when can I apply?

Justice Connect updates their available positions throughout the year, which can be viewed at <http://www.justiceconnect.org.au/get-involved/practical-legal-training/positions-available>.

Expressions of interests are accepted by online application. You may be required to partake in an interview and a short written comprehension test.

Contact information

461 Bourke Street
Melbourne, VIC 3000

T: (03) 8636 4400

E: admin@justiceconnect.org.au

Please note: All information stated above is directly sourced from the website:

<http://www.justiceconnect.org.au/get-involved/practical-legal-training-placements>. Please refer here for further information.

The Victorian Public Service Graduate Recruitment and Development Scheme

What is the VPS GRADS?

The GRADS is a 12-month development program where you have the opportunity to learn about public service and contribute to a variety of initiatives.

You are employed by one department or agency but you'll get to experience placements in two more departments or agencies throughout the year.

Best of all, you are guaranteed a position with your home department and a promotion on successful completion of the program.

What tasks will I undertake?

There are different roles for graduates, tasks will vary between them.

There are the following streams:

- Generalist Stream
- Accounting and Finance Stream
- Economics Stream
- Business and Technology Stream

See: <https://graduates.vic.gov.au/opportunities-for-graduates/grads-overview> for more details.

Am I suitable for this role?

No matter your discipline: Accounting, Arts, Commerce, Economics, Social Science, Communications, Law, Mathematics or Marketing, to name just a few, this could be the place for you. The generalist GRADS has opportunities for graduates from any academic discipline.

How and when can I apply?

Applications for 2016 have now closed. New applications for 2017 will be open in March.

Office of Public Prosecutions Legal Traineeships

What is the OPP Legal Traineeship?

The OPP offers legal traineeships to law graduates for a period of one year beginning in March and April. Completion of the traineeships is one way in which law students can then be admitted to practice.

What tasks will I undertake?

The Legal Trainees rotate through the Office for a 12 month period gaining experience in a broad range of legal practice areas and responsibilities, from preparing legal advice to instructing counsel. To help you develop and prepare for life as a young lawyer you will work closely with senior lawyers across the Office, and have access to a designated supervisor who will guide you throughout the program.

How and when can I apply?

Applications for the 2017 traineeship program have closed, and 2018 applications have not yet been released. Information will be updated at <http://www.opp.vic.gov.au/Careers-at-the-OPP/Current-opportunities/Links-to-Victorian-Government-job-vacancies>, however applications must be submitted via the Victorian Government Careers website.

Applications will require a covering letter, a certified academic transcript and resume. The application will also require answers to three questions contained in the legal traineeships guide, limited to 300 words each.

Contact information

565 Lonsdale Street
Melbourne, VIC 3000
T: (03) 9603 7666
E: info@opp.vic.gov.au

Teach for Australia Leadership Development Program

What is Teach for Australia?

Teach for Australia is an ambitious social movement. The Leadership Development Program takes recent university graduates and places them in schools in areas of high demand. With an extensive support network and guidance, Associates face challenges and develop skills in a classroom environment. By the end of the program, Associates will have earned a nationally accredited Master of Teaching (Secondary) degree on scholarship, all the while earning a full salary and benefits for the duration of the program.

What is involved?

The Leadership Development Program begins in late November with a six week in-residence program delivered in collaboration with our partner Deakin University, providing you with a theoretical and practical foundation for teaching in a low-socioeconomic community.

By the end of the Initial Intensive you will have completed one quarter of a Master of Teaching (Secondary) degree.

The program is made up of lectures, thought-provoking dialogues, practical workshops, group and individual assessments and a two week teaching practicum, which will provide you with many of the skills that you'll need to be successful in the classroom. You will be then placed into the classroom. You'll teach 80 per cent of a full-time load to allow time for ongoing study. Additionally, you'll begin regular contact with your support team, including your in-school mentor, Teach For Australia teaching coach and Deakin University School Academic Mentor as well as fellow Associates and Alumni.

Schools are located in metropolitan and rural locations and will be matched based on your geographical preferences and skill set.

Over the two year program, you will undertake on-going intensives and study requirements, emerging with a Masters in Teaching. Finally, you will join the alumni movement which will give you access to positions of influence in a range of sectors. You will be teaching subject areas that directly relate to what you have studied in university.

Am I suitable for this role?

Minimum eligibility requirements:

- Applicants must be a citizen or Permanent Resident of Australia
- Applicants must have completed (or be in the final stage of completing) at least a Bachelor degree in any discipline
- Applicants must not already have a degree in education
- Applicants must have achieved a high-credit average or above in their degree(s), except in exceptional circumstances
- Applicants must have already completed (or be on track to successfully complete) a major study in at least one of the learning areas listed on the website

Teach for Australia also looks for certain characteristics in a successful application, including leadership skills, a commitment to social justice, communication skills, problem solving, organisational and planning ability, resilience, humility, respect and empathy, and the ability to learn and self evaluate.

How and when can I apply?

Applications must be made online at <http://teachforaustralia.org/passiton/apply-now/>. Teach for Australia has two rounds for applications; the first closing in April and the second closing in August. Phone interviews will be conducted before successful applicants are notified with an offer to be part of the program.

Contact information

Level 1, 103 Flinders Lane,
Melbourne, VIC 3000

T: 1300 832 832

E: apply@teachforaustralia.org

Victoria Legal Aid New Lawyers Program

What is the Victoria Legal Aid New Lawyers Program?

The New Lawyers Program is offered to first and second-year lawyers over two years. Graduates will complete comprehensive training and induction in two “training placements” and build on their skills in two “practise placements” in Legal Aid offices across Victoria. Graduates will spend at least one six-month placement practising in Ballarat, Bendigo, Geelong, Horsham, Shepparton, Warrnambool or Morwell. This placement is an excellent opportunity to experience life in regional Victoria and the different range of legal issues experienced there.

What tasks will I undertake?

The role involves undertaking appearance work in courts and tribunals, interacting with clients, undertaking casework and conduct advice clinics, all while working closely with expert lawyers across different programs. Individuals will also participate in professional legal education activities and assist with law reform and community legal education.

The training and development includes skills such as negotiation and appropriate dispute resolution, client communication, advocacy, mental health first aid and safe and effective client interactions.

How and when can I apply?

Recruitment for the 2017 program will commence in March with an anticipated start date of 28 August 2017. Up to twelve positions are available, including two positions who identify as Aboriginal or Torres Strait Islander.

The program is specifically designed for first and second-year lawyers. On commencement applicants are allowed up to two years post-admission experience in a role requiring a practicing certificate. You must be Admitted to Practice in the Supreme Court of Victoria, or eligible for admission in Victoria under the Mutual Recognition Principle.

Contact information

Contact: Lauren Steers, Resourcing and Recruitment Advisor
350 Queen Street
Melbourne VIC 3000
T: (03) 9269 0463
E: newlawyers@vla.vic.gov.au

United Nations Volunteering

What is the United Nations Volunteering program?

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism. UNV is inspired by the conviction that volunteerism can transform the pace and nature of development and by the idea that everyone can contribute their time and energy towards peace and development.

UNV partners with governments and with UN, non-profit and private sector organisations in order to support development programmes. UNV delivers a prompt, efficient and value-adding service to identify and engage professionals who can deliver services and fulfill a wide range of specialised tasks.

What tasks will I undertake?

Tasks will vary greatly according to your role. Please look to the website for further details.

UNV offers a variety of volunteer opportunities. They encourage you to look at both focus areas:

1. Development assistance is about helping people make their lives better in the longer term, addressing the deeper issues that can impede human development.

- The delivery of basic services
- Disaster/crisis prevention and recovery
- The environment and climate change

2. Humanitarian assistance and peacekeeping are some of the UN's greatest - and toughest - field operations and responsibilities.

- Humanitarian assistance
- UN peacekeeping operations
- Post-conflict electoral operations

Am I suitable for this role?

- A university degree or higher technical diploma
- Two years of relevant working experience
- At least 25 years old when taking up an assignment (there is no upper age limit)
- Good working knowledge in at least one of the three UNV working languages: English, French and Spanish

Minimum commitment: The vast majority of UNV assignments are based on six to twelve month renewable contracts, with the expectation that the UN Volunteer will serve one year or more.

How and when can I apply?

Apply at: <https://ereta.unv.org/html/index.php?module=myprofile>.

For more information, please refer to:

<http://www.unv.org/how-to-volunteer/register-to-be-a-un-volunteer.html>.

Opportunities for Indigenous Students

Victorian Bar Indigenous Lawyers Committee

What is the Victorian Bar Indigenous Lawyers Committee?

The Victorian Bar recognises that Indigenous Australians, their cultures and experiences, have an important part to play in the legal profession. The programs run by the Committee are aimed to attract and retain Indigenous barristers, as well as to generally increase the participation of Indigenous Australians in the legal profession, include initiatives such as:

- The LIV / Victorian Bar Indigenous equal opportunity briefing policy
- The Summer Clerkship Program for Indigenous law students
- The Indigenous law students and graduates mentoring program
- The Indigenous Barristers Fund
- Access to the bar reader's course
- Subsidised chambers for Indigenous barristers

Indigenous clerkship program

The Victorian Bar conducts a clerkship program for Indigenous law students on an annual basis each February / March (depending on student availability). The three students selected for this program obtain a total of 3 weeks paid work experience at the Bar, the Supreme Court of Victoria and the Federal Court of Australia.

Indigenous barristers and law students mentoring program

The Bar organises a legal mentoring program that is open to Indigenous law students or graduates. Each participant is linked up with a barrister and a Judge (Supreme Court, Federal Court or County Court) to facilitate long term career assistance. To join this program, please complete this expression of interest form located at: <http://www.vicbar.com.au/social-justice/indigenous-barristers-law-students>.

For more information, please refer to:

<http://www.vicbar.com.au/social-justice/indigenous-barristers-law-students/indigenous-lawyers-committee>.

Victoria Legal Aid

What is Victoria Legal Aid?

Victoria Legal Aid is a state-wide organisation that helps people with their legal problems. VLA protects peoples' rights, and focuses on the rights of marginalised and economically disadvantaged Victorians.

Indigenous Winter Clerkships

VLA offer multiple clerkship positions to law students who identify as Aboriginal.

The program is offered over June and July, during the university winter breaks. The clerkship is unique because:

- Participants can commence a clerkship at any stage of their law degree
- Participants are able to return in successive years until they have finished their studies
- Placements are available in our Criminal Law program, Family Law program or our Civil Justice program
- Participants may also participate in our community legal education and law reform activities
- The VLA aims to accommodate the participant's needs regarding location and areas of interests

How and when can I apply?

As part of your application you will need to address the following selection criteria:

- Confirmation of enrolment in a law degree
- Good analytical skills combined with an understanding of legal principles and the ability to apply them to specific facts
- Well developed interpersonal and communication skills with a demonstrated ability to work effectively in a team environment
- An interest in developing a career in the legal aid or community sector

Your application should include a personal statement, CV, academic transcript and documentation from your Traditional Owner Group that supports your relationship to that community.

Graduate Program

The New Lawyers Program is offered to first and second-year lawyers over two years. The 2016 program commences on Monday 29 August 2016. Up to 12 positions are available, including two positions for applicants from an Aboriginal background.

Contact Information

Lauren Steers, Resourcing and Recruitment Advisor

T: (03) 9269 0463

E: lauren.steers@vla.vic.gov.au

Department of Justice Koori Employment Strategy

What is the Department of Justice Koori Employment Strategy?

Under the Aboriginal Justice Agreement, the Department of Justice has a comprehensive Koori Employment Strategy and recognises the importance of diversity and the value that Koori staff bring to the workplace. The department has over 130 Koori employees in a range of diverse roles including management, policy development, project management, administration and direct service delivery roles in both Melbourne CBD and across regional Victoria.

Indigenous applicants are invited to contact the Koori Employment Team when applying for jobs.

Department of Justice Koori employment initiatives include:

The Koori Graduate Recruitment & Development Scheme (KGRADS)

The Koori Graduate Recruitment and Development Scheme (KGRADS) is a program which makes the transition to a career within the department more accessible to Aboriginal and Torres Strait Islander candidates. Emphasis is placed on investing in the graduates' professional development and retaining them in fulfilling, successful careers. If you would like more information please email: koori.employment@justice.vic.gov.au

The Department of Justice Koori Tertiary Scholarships Program

Justice Health supports the diversity and responsiveness of the Victorian health sector through increasing workforce participation of Aboriginal people in the health sector, and recognises the important role Aboriginal clinicians have in improving the health of the Victorian Aboriginal community. The Justice Health Koori Tertiary Scholarships will provide financial support for Aboriginal and Torres Strait Islander people to undertake full time study in a justice related field.

Indigenous Cadetship Program

The Indigenous Cadetship Program links Indigenous tertiary students with justice employers in cadetship arrangements to undertake full-time study and paid work experience placements. The program is supported by funding from the Commonwealth Government under its National Indigenous Cadetship Support Program, administered by the Department of Education, Employment and Workplace Relations.

Youth Employment Scheme

The Youth Employment Scheme (traineeship), is a whole-of-government initiative that provides young people with traineeships and apprenticeships across the Victorian Public Service. This program provides a pathway for Koori youth into the VPS through a formal traineeship. A standard business administration traineeship is a full time 12-month traineeship that consists of a four-day working week and one day training.

Koori Prison Officer Program

This Program aims to increase the representation of Koories as prison officers across Corrections Victoria. This program has a Koori-specific attraction campaign; however, Koori candidates are required to successfully complete all stages of the recruitment process to obtain a career as a prison officer with Corrections Victoria.

The department also encourages applications from Aboriginal and Torres Strait Islander people for Community Correctional Services roles.

For more information you can contact the Koori employment team at: koori.employment@justice.vic.gov.au.

How and when can I apply?

For more information on each program, please visit <http://www.justice.vic.gov.au/utility/careers/koori+employment/>.

CHAPTER

6

**USEFUL
RESOURCES**

BEYOND LAW

Information for law students, graduates and young lawyers when searching for opportunities in the legal workforce.

<https://beyondlaw.com.au>

GO VOLUNTEER

A database that helps match people who are interested in volunteering with appropriate opportunities.

<http://govolunteer.com.au>

VICTORIAN VOLUNTEERING PORTAL

A directory of volunteering positions in Victoria.

<http://www.volunteer.vic.gov.au>

YOUNG OPPORTUNITIES AUSTRALIA

A database of different opportunities, information and advice to students and graduates seeking career development opportunities.

<http://youngopportunities.org>

CAREER GATEWAY MONASH

Provides a link between Monash students or graduates and prospective employers.

<https://careergateway.monash.edu.au>

CHAT FOR CHANGE

Links young advocates for human rights with opportunities to speak out in their communities and the wider world.

<http://www.chatforchange.net>

LIVout

Meet other LGBTIQ+ law students and lawyers – to get advice and network.

livout@liv.asn.au

<http://www.liv.asn.au/About-LIV/Diversity/LIVout-LGBTIQ-Diversity-Initiatives>

QUEER MENTORING

Connects LGBTIQ students with a professional mentor.

<http://www.monash.edu.au/students/career-connect/employability/queer-mentoring.html>

ETHICAL JOBS

A job-search website for people who want to work towards a ‘better’ job and a more sustainable and just world.

<http://www.ethicaljobs.com.au>

SOCIAL JUSTICE OPPORTUNITIES

A guide to help law students and lawyers seeking more information about social justice volunteering and employment.

<http://www.sjopps.net.au>

FEDERATION OF COMMUNITY LEGAL CENTRES

Find the closest community centre to you with this website.

The Federation of Community Legal Centres is the peak body for 50 community legal centres in Victoria providing free legal help to clients facing economic and social disadvantage.

<http://communitylaw.org.au>

THE VICTORIAN GOVERNMENT JUSTICE DEPARTMENT

Through this page, discover all of the business areas and agencies which exist and have a multitude of opportunities within. Do some research and discover what area calls to you the most.

<http://www.justice.vic.gov.au/utility/contact+us/>

PROGRESSIVE LAW NETWORK

A network of law students and legal professionals working to promote social and environmental justice through the law.

<http://progressivelawnetwork.org.au/>

THE REASONABLE OBSERVER

Get your opinion published and keep up to date with social justice news.

[https://www.facebook.com/
The-Reasonable-Observ-
er-158674210865182/?ref=py_c](https://www.facebook.com/The-Reasonable-Observ-er-158674210865182/?ref=py_c)

PUBLIC INTEREST LAW CAREER GUIDE

A career guide that was written and researched by the Progressive Law Network with support from the Castan Centre for Human Rights Law. This is an amazing user friendly resource which you can navigate through by the 'Stage of Career' section or 'Field of Law' or 'Creating Your Own Pathway.'

[http://www.monash.edu/law/research/centres/castancentre/careers-guide/creat-
ing-your-own-pathway/volunteering-internships](http://www.monash.edu/law/research/centres/castancentre/careers-guide/creating-your-own-pathway/volunteering-internships)