**Position Description – practical legal training VOLUNTEER placement (PLT VOLUNTEER placement) OR LEGAL STUDENT/GRADUATE VOLUNTEER**

**Designated Office:** *Darwin office*

**Work Type:** *Flexible*

**Reports to:** *Solicitor, Safe Climate Gas Team*

**Hours/Days:** Minimum 1-day per week commitment

**Duration**: Minimum 3-month commitment if 1-day per week, or Minimum 1 month commitment if 4 - 5 days per week.

**Position Summary**

Practical Legal Training volunteer placements with EDO are an opportunity for those wishing to gain admission to practice.

For legal students in their final year of study or newly graduated individuals interested in environmental and planning law, this is an opportunity to volunteer under the supervision of one of our experienced solicitors.

It is an opportunity to be a part of the largest public interest environmental legal practice in the Australia-Pacific.

EDO is dedicated to creating a world where nature thrives, and this position represents a real opportunity to engage with legal issues surrounding environment and planning.

PLT students and Legal Student/Graduate Volunteers are supervised by an EDO Solicitor and undertake a wide variety of tasks to allow their confidence to grow in a legal setting. However, any hours volunteered with us as a Legal Student/Graduate Volunteer will not count towards any type of supervised legal practice required under a practicing certificate.

This is an unpaid volunteer position.

**Position Responsibilities**

In general responsibilities may include\*:

* Conducting legal research.
* Drafting outreach/CLE workshop materials including but not limited to PowerPoint presentations and fact sheets.
* Drafting correspondence, legal advices and submissions.
* Assisting in the preparation of court documents.
* Filing court documents.
* File and document management.
* Follow up with client files.
* Other duties as reasonably requested by your supervisor, or the Managing Lawyer.

\* Please note that for PLT Placements the scope of the position is defined by the placing institution.

**General Responsibilities**

All volunteers have a responsibility to:

* Develop and maintain a good knowledge of the EDO’s purpose, activities, and relevant policies.
* Comply with EDO policies and practices, including WHS.
* Communicate with, and respond to requests by, clients and fellow staff and volunteers in a knowledgeable, professional, constructive, and polite manner.
* Carry out work with the highest level of integrity and honesty, without exception following both EDO’s and legislative requirements, as well as best practice ethics in relation to client confidentiality.

**Skills and Experience**

Essential Criteria

* Be in the penultimate or final year of your law degree or hold a law degree and have completed or be close to completing professional legal education to gain admission to practice, for example through College of Law or similar.
* Have studied Administrative Law and Environmental Law (or Local Government and Planning Law or equivalent subject that covers Environmental Law topics).
* Excellent verbal and written communication skills.
* Strong computer skills including Microsoft Office, and research databases.
* Good attention to detail and a focus on accuracy.
* Good analytical skills.
* Self-motivated; well-organised and a can-do proactive attitude.
* Demonstrated passion for the environment.

EDO is a diverse and inclusive workplace and welcomes applications from Aboriginal and Torres Strait Islander peoples, and those from culturally and linguistically diverse backgrounds, as well as from people of all ages, those living with a disability and people who identify as LGBTQIA+.

**EDO VALUES**

**Commitment –** We are committed to a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.

**Diversity –** We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.

**Integrity –** We work effectively, efficiently, strategically, professionally, and ethically; “justice is in our nature”.

**Vision –** We lead change and environmental empowerment using innovation, creativity, and courage.

**MORE DETAIL**

**Commitment – We are committed to a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.**

* We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
* We are committed to improving our planet and society.
* We care for EDO’s clients and stakeholders.
* We are fearless in the face of adversity, and care for each other as we face this adversity.

**Diversity – We are respectful of and welcome diversity of staff, volunteers, environmental regions, communities and stakeholders.**

* We respect First Nations Peoples’ knowledge and experience, and work with them to protect their country and culture.
* We acknowledge that the law has not always been just.
* We dedicate ourselves to understanding the diversity of our people and culture.
* We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
* We are great lawyers and great people, with open hearts and open minds.
* We respect the different places our stakeholders come from and strive to help them, even if their worldviews don’t align completely with ours.

**Integrity – We work effectively, efficiently, strategically, professionally and ethically: “justice is in our nature”.**

* We are truthful with ourselves and others.
* We are nonpartisan and inspire trust in our clients, stakeholders and government.
* We respect the world's resources and make maximum productive use of the resources entrusted to us.

**Vision – We lead change and environmental empowerment through innovation, creativity and courage.**

* We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
* We are inquisitive, curious and persistent: exploring new ideas and embracing change.
* We boldly challenge the status quo while providing solutions to our most pressing challenges.