



Environmental Defenders Office

POSITION DESCRIPTION – LEGAL STUDENT VOLUNTEER

Designated Office: Legal Education staff are based in the Gadi/Sydney office, though a volunteer can work with us from anywhere in Australia

Work Type: flexible, in the Gadi/Sydney office if it suits

Reports to: Elise Broadfoot Mills

Hours/Days: Minimum 1-day per week commitment

Duration: Minimum 3-month commitment if 1-day per week

Position Summary

For legal students and recent graduates interested in environmental and planning law this is an opportunity to volunteer under the supervision of one of our Solicitors and 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 while volunteering with us *legal student volunteers* will engage with legal issues surrounding environment and planning.

Position Responsibilities

While responsibilities may vary according to the current work of EDO, responsibilities can include:

- Conducting legal research.
- Assisting in the preparation of educational materials and workshops for the community.
- Tracking proposed coal and gas projects across Australia
- Assisting in the preparation of submissions on development applications and/or law reform issues.
- Other duties as reasonably requested by the supervisor, or the Managing Lawyer.

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.



Environmental Defenders Office

Skills and Experience

Essential Criteria

- Completing or recently completed a law degree.
- Demonstrated interest in environmental law, and passion for protection of the environment through legal mechanisms.
- 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.

Desirable Criteria

- *Completed at least one of Environmental Law, Local Government and Planning Law or Administrative Law in Australia.*

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



Environmental Defenders Office

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.