

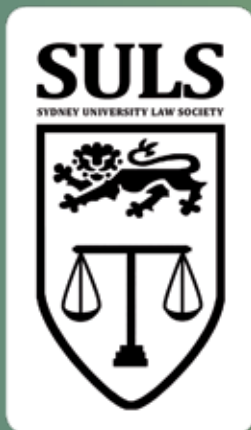
**PUBLICLY  
INTERESTED**



**SOCIAL JUSTICE  
CAREERS MANUAL**

**2011**

**SYDNEY UNIVERSITY  
LAW SOCIETY**





# CONTENTS

<b>Acknowledgments</b>	<b>6</b>
<b>Introduction</b>	<b>7</b>
<b>Editors' Foreword</b>	<b>8</b>
<b>The Concept</b>	<b>9</b>
<b>Agencies in Social Justice</b>	<b>10</b>
Case work	10
Pro bono	11
Policy and law reform	12
<b>Starting Off</b>	<b>13</b>
Volunteer positions	14
Sydney University Law Society (SULS)	16
Sydney Law School	17
External Placement Program	20
Faculty of Law Social Justice Advisory Committee	22
Centres and Institutions	24
<b>Social Justice Organisations</b>	<b>31</b>
Aboriginal Legal Service (NSW/ACT) Ltd	32
The Aurora Project	35
Edmund Rice Centre for Justice and Community Education	37
HIV/AIDS Legal Centre	39
Justice Action	42
Law and Justice Foundation of NSW	45
Legal Aid NSW	47
Maurice Blackburn Lawyers	51

National Pro Bono Resource Centre	55
NSW Council for Civil Liberties	57
NSW Department of Attorney General & Justice - Juvenile Justice NSW	60
NSW Ombudsman	64
Projects Abroad	68
Public Interest Advocacy Centre	72
NSW Public Defenders Office	74
Public Interest Law Clearing House	76
Redfern Legal Centre	79
Refugee Advice & Casework Service (RACS)	81
Refugee Council of Australia	84
Teach for Australia	86
United Nations Association of Australia	90
Women's Legal Service NSW	92

### **Careers in Social Justice 97**

Irene Baghoomians	98
Emily Christie	100
Michelle Hannon	102
Vavaa Mawuli	104
Hannah Quadrio	106

### **Student Experiences 107**

Ella Alexander	106
Christian Bourke	110
Melissa Chen	111
Divya Chaddha	112
Kate Lindeman	113
Tobias Freeman	114
Patrick Wall	115

**International Organisations 117**

American Bar Association	118
Human Rights Watch	121
Liberty	125
International Criminal Court	127
International Refugee Rights Initiative	130
International Service for Human Rights	132
Lawyers Beyond Borders	135
Lawyers Without Borders	137
Office of the High Commissioner for Human Rights	140
Reprieve	142
United Nations Assistance to the Khmer Rouge Tribunal	144
United Nations High Commissioner for Refugees	146

**Human Resources 150**

Public Service Jobs	151
Applying for Public Service Jobs	152
How to Address Selection Criteria	154
Writing a Cover Letter	157
Writing a CV/Resume	159
Attending the Interview	161
Interview Questions	164

**Postscript 167**

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# INTRODUCTION

Publicly Interested is an initiative SULS began in 2010 with a view to broadening students' awareness of social justice career options. This year, we have strengthened the project by combining the launch of this publication with our Publicly Interested Careers Fair so that students can engage with the institutions contained in this manual.

To further the aforementioned goal, SULS has also launched the online Opportunities Database, which provides a frequently updated collection of social justice opportunities for students to participate in while at university.

For their hard work in producing this publication and organising the fair, our thanks go to Melanie Nasser and Patrick Weller. They have been tireless in their efforts to share this information with students. We also extend our thanks to the Law Faculty, in particular Dr Arlie Loughnan and Irene Baghoomians, for their constant support and assistance with the Publicly Interested initiative. To Jackson Wherrett (SULS Publications Director) and Luke Reeves (SULS Design Officer), thank you for your time in pulling it all together and producing such a spectacular final product. Finally, thank you to Ajey Bhasker, Chad Wong, Wilson Lu and Bo An Lu for the hours you have put into maintaining the Opportunities Database. Thanks go finally to all the organisations and individuals who have spent time providing the information contained in this publication and talking to students about social justice.

It has been a pleasure for us to oversee these projects and we hope that these initiatives will inspire students to consider social justice career options.

*Alexandra Chappell & Clementine Rendle*

SULS Vice-President (Social Justice) and Vice-President (Careers) 2011



# EDITORS' FOREWORD

There has traditionally been a misconception amongst law students that they have to make a decision early on in their careers, either to pursue a corporate career or more altruistic goals in social justice. Yet the legal landscape has altered over recent decades, with the rise of pro bono practices in law firms enabling students to combine their interests and careers, allowing them to meet a variety of goals in their career.

Over the past several years, social justice has become increasingly prominent. Both Sydney Law School and the Sydney University Law Society aim to address and shine a spotlight on social issues, allowing students to engage and contribute positively. In the past 12 months, students have participated in programs which were directed towards addressing social justice issues in the Greater Sydney region, rural NSW and elsewhere in Australia, such as the Aurora Internship in the Northern Territory. Likewise, student engagement with community legal centres has increased to such an extent that applications for such positions have become incredibly competitive.

Publicly Interested is now in its second year, once again attempting to provide a codification of the many opportunities available to students in social justice. Although by no means an exhaustive guide, it represents a push from SULS to provide students with information on a wide variety of career options.

This publication provides a centralised source of information about social justice work delivered direct to students. It has brought together information on the types of work this category entails, the nature of social justice organisations, how to get started and the careers that could potentially result. Many students enter university with altruistic goals, yet are faced with the daunting task of pursuing their aspirations without any guidance. The manual is designed as part-guide, part-inspiration. All students need is some direction, a foot in the door and a slight nudge through it. Once begun, opportunities overlap and increase exponentially as their experience rises.



*Melanie Nasser @ Patrick Weller*

Editors



# THE CONCEPT

Social justice refers to the concept of a society which is based on principles of equality, solidarity, human rights, and recognising both the value and dignity of every human being.

The pursuit of a career in the field of social justice typically stems from a desire and motivation to contribute to society. For law students, this is often exhibited by an interest in areas of law that include refugees, asylum seekers, and indigenous equality, and can be explored via many different frameworks throughout Australia such as legal aid and local community centres, pro bono practices, advocacy bodies, think tanks, and Law Reform Commissions.

At an international level, social justice organisations such as the Human Rights Watch, and those which are government affiliated such as AusAID, raise awareness of issues, expose non-observance of international agreements and communicate updates on people rights through their publications and media releases. The primary objectives of international social justice organisations are in developing the rule of law, protecting the rights of the disenfranchised, and governing the actions of those in control. These global organisations typically employ a range of personnel which includes field workers, and delegates to administration staff. Field work involves working at the grass roots with victims of abuse and marginalisation, and includes engaging with different legal system in advocacy work to bring oppressors to justice. Victim rescue then continues in rehabilitation support, and lobbying governments for reform in areas of frequent non-observance or lacking in clearly defined rights.

# AGENCIES IN SOCIAL JUSTICE

## Case Work

### Legal Aid Commissions

Legal Aid Commissions (LACs) provides services to low income and socially disadvantaged clients who are tested on both means and merits. LACs may grant aid for representation and refer clients to either a private practitioner or a lawyer from the commission's in-house practice. Services that are generally provided free of charge include providing initial legal information, referrals to appropriate services, and advice minor assistance such as completing forms. These services may be provided face-to-face or through the phone.

### Community Legal Centres

Community Legal Centres (CLCs) are designed to supplement LACs by providing referrals, advice and assistance to individuals who are not entitled to legal aid assistance, or cannot afford a private lawyer. CLCs involve both law students and pro bono lawyers which may lead to ongoing partnerships with particular firms. Generalist centres tend to provide services to their local areas, such as the Redfern Legal Centre, while other specialist centres such as the Disability Discrimination Legal Centre NSW provides assistance relating to a particular client group or area of law. CLCs also provide valuable advice towards the development on government policies by participating in advisory councils and writing law reform submissions.

LawAccess NSW is a government-funded phone service which provides legal information, advice, and referrals to callers with legal issues. LawAccess lawyers provide advice over the phone if the individual legal matter meets specific criteria or a customer service officer will typically mail the required information or offer a referral.

# Pro Bono

## **Pro Bono**

Pro bono legal work refers to the legal assistance provided by lawyers to disadvantaged clients who could not otherwise access legal assistance, and tend to operate either on a reduced-fee, or a no-fee basis. Pro bono services also include law reform submissions, community legal education, and training for community organisations. Over the years, many larger law firms have increased their commitment to pro bono and have formally structured pro bono programs to engage in casework, and administrative tasks such as screening pro bono cases and allocating pro bono work throughout the firm. The National Pro Bono Resource Centre's Pro Bono Practices Guide has further information on the pro bono practices of Australia's largest firms (available at [www.nationalprobono.org.au](http://www.nationalprobono.org.au)).

## **Duty Lawyer Schemes**

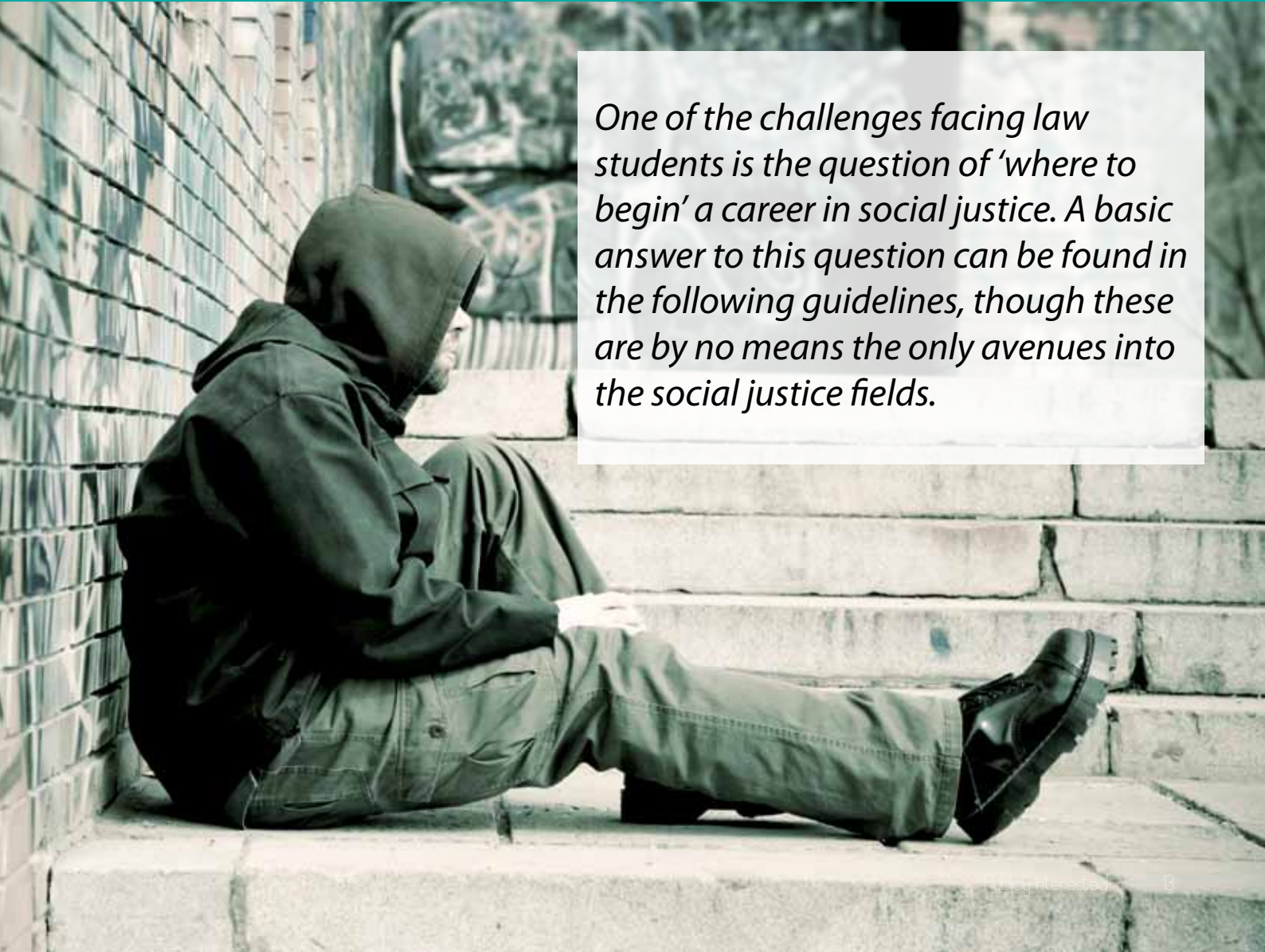
Duty Lawyer Schemes, typically coordinated by the courts, legal bodies and professional associations, maintain a roster of lawyers who are willing and available to provide limited legal assistance to unrepresented litigants. An example can be seen with the involvement of private lawyers in the Downing Centre Local Court regarding criminal matters.

# Policy and Law Reform

## **Law Reform Commissions**

Law Reform Commissions (both State and Federal), respond to requests by their respective Attorneys-General to inquire into the need for reform on a particular topic. Lobby groups and the commissions may suggest topics for review, where preliminary research is then undertaken which may include consulting with other people and organisations that have a special interest in the topic. Results are then published in consultation and/or research reports in the media and elsewhere, after which the commission receives and analyses submissions from anyone eager to contribute. Public consultations may also be conducted through methods such as talk-back radio interviews, and public meetings held at various locations.

# STARTING OFF

A person wearing a dark, hooded jacket and pants is sitting on a set of stone steps. They are leaning against a brick wall on the left. The person is looking down and to the right. The background is slightly blurred, showing more of the brick wall and some foliage.

*One of the challenges facing law students is the question of 'where to begin' a career in social justice. A basic answer to this question can be found in the following guidelines, though these are by no means the only avenues into the social justice fields.*

# VOLUNTEER POSITIONS

Voluntary positions are a great way to start within a variety of local Community Legal Centres (CLCs), for example the Redfern Legal Centre, or Marrickville Legal Centre. Volunteer positions can provide valuable insight into providing legal services for the disadvantaged, and these positions tend to work on a rotating roster where a commitment over a minimum of six months may be required with varying shifts. A great place to start is the Community Legal Centres NSW website at <http://www.clcnsw.org.au//index.php> – which has a ‘click now to volunteer’ link to a list of all the CLCs in New South Wales.

In terms of the application process, typically the applicant will be required submit a Cover Letter and Resume, in conjunction with various other details such as address and contact details. Prior experience in the field of social justice is not a prerequisite, however, general skills such as good written and verbal communication, teamwork skills, maintaining confidentiality, and having an interest in serving the community are favourable. Other attributes such as administrative and customer service skills are desirable, although demonstrating that you can work with individuals with a disability or mental illness, culturally and linguistically diverse community groups, or the elderly are also quite favourable.

Volunteer positions in CLCs can provide exposure to a wide range of areas in service, including:

- Identifying legal problems
- Writing briefs for solicitors
- Conducting legal research

- Delivering and serving documents
- Various administrative duties

General legal advice offered by solicitors in CLCs will allow volunteers to gain exposure and understanding in the application of the law to various areas, such as:

- Family law
- Domestic violence
- Criminal law
- Credit
- Debt
- Tenancy

Because CLCs tend to be small in size, a volunteer is provided with ample opportunity to work closely with the solicitors, including other volunteers. Therefore, it is not uncommon to be engaged in volunteer work that has a strong client focus, and provides a solid sense of working with individuals. Experienced volunteers may also move onto more advanced tasks such as working on cases for solicitors, or progress into more specific divisions of the CLC. In the case of Redfern Legal Centre, these divisions may include the Women’s Domestic Violence Court Assistance Scheme, Tenants Advocacy Service, or Evening Advice Service.

Volunteer positions which create a difference at a broader scale can include organisations such as the Public Interest Law Clearing House (PILCH), or at the Public Interest Advocacy Centre (PIAC). In addition to a direct approach in providing disadvantaged clients

access to legal services, these organisations aim to address wider legal and social issues affecting the community. For example, the aims of PILCH are achieved by providing the community with access to pro bono legal representation and developing projects which address systemic issues. Projects and services are mixed and diverse, including the Pro Bono Animal Law Service, Homeless Person's Legal Service, Children in Detention Advocacy Project, Stolen Wages of the Stolen Generations, and Predatory Lending Project to name a few. As PILCH is also located on the same premises of PIAC, volunteers will not only be able to experience the special projects and referral functions of PILCH, but also be involved in the larger workings of PIAC.

Overall, there are many personal and professional benefits of volunteering, which can include:

- A better understanding of social justice issues
- First hand experience regarding a career in social justice
- Developing valuable skills
- Making a difference in communities
- Giving back to society
- Being engaged with a specific cause
- Performing work that is rewarding, challenging, and fulfilling
- Enhancing your employability
- Forming contacts

# SYDNEY UNIVERSITY LAW SOCIETY (SULS)

The SULS Social Justice portfolio is dedicated to presenting an alternative to the traditional pathway of commercial law and to instil a sense of altruism and community in students in the hope that they will take that with them into their professional lives.

The activities of SULS' Social Justice portfolio include, but are not limited, to:

- Providing information on social justice related opportunities through an online database
- Publishing a social justice journal, Dissent and a social justice careers manual, Publicly Interested
- Organising the Social Justice Careers Fair
- Running programs for students to work with young inmates in Juvenile Detention Centres
- Working to promote the inclusion of under-represented and marginalised groups in the community
- Organising community legal education programs in local schools

## **The Social Inclusion Sub-committee**

The focus of this Sub-committee is primarily social inclusion, and developing the concept and operational parameters of trips where students from the University of Sydney travel to low-socioeconomic areas of NSW – like Fairfield, Dubbo and Walgett – to promote tertiary education as a valid option for high school students.

## **The Indigenous Social Justice Sub-committee**

The focus of this Sub-committee is to address issues surrounding indigenous peoples in the local area and use the ingenuity of Sydney Law students to tackle them at a local level. This involves the running of programs in Juvenile Detention Centres in Sydney, legal education programs at local schools with high indigenous populations and the coordination of a university-wide indigenous festival.

## **The Dissent Sub-committee**

Dissent is the SULS annual social justice journal, and focuses on issues of social justice in both domestic and international law. It is an opportunity for students at the University of Sydney to have their work on social justice matters published.

The Dissent Sub-committee coordinates all aspects of the annual Dissent publication. A student editor-in-chief and board of editors are selected by the Vice President (Social Justice). The groups of editors are responsible for a number of key areas, which include calling for submissions, selection and editing, design and layout, marketing and distribution and planning a launch for the journal. This particular initiative is well-suited not only to students with a keen editorial interest, but also to those who seek to engage with the present day social justice issues.



# SYDNEY LAW SCHOOL

The Sydney Law School is another channel through which students can commence a career path to social justice through the many opportunities offered both within, and through the faculty. In addition, there are many initiatives which are driven by the Sydney University Law Society (SULS) in effort to encourage student social justice involvement.

This is further supported through opportunities made available through the law faculty such as the Sydney Centre for International Law, and the Sydney Institute for Criminology. The faculty driven Social Justice Program (SJP) and External Placement Programs (EPP) also offers students the opportunity to engage with NGO's and legal institutions, while at the same time receiving credits towards completion of their degree.

## **The Social Justice Program**

The Social Justice Program was established to foster research, teaching and clinical experience for students in areas of social justice. Accordingly, a Social Justice Advisory Committee has been appointed, comprising members of the academic faculty, executive staff, undergraduate, and postgraduate students. The Committee has responsibility in a number of key areas, including:

- Advising on the content of the Social Justice Clinical Course
- Assisting in the development of clinical programs which provide practical experience for students in areas of social justice

- Fostering research and teaching both undergraduate and postgraduate in areas of social justice
- Developing programs, seminars, and other events with a focus on social justice issues

Scholarships are available to students enrolled in the Social Justice Clinical Program, and they also obtain course credit for work during the semester or vacation period with one of the partner organisations, other approved centres, or organisations which may include, though not limited to:

- Refugee Advice and Advocacy Service (RACS)
- Public Interest Advocacy Centre (PIAC)
- Public Interest Law Clearinghouse (PILCH)
- Environmental Defender's Office (EDO)

Students have the opportunity to work with a number of other organisations including, though not limited to:

- Bridges Across Borders in South East Asia
- Reprieve in the United States
- Adallah in Israel
- Amnesty International;
- The Children and Youth Legal Centre

# **External Placement Program (EPP)**

Since 1996, the Sydney Law School has run Australia's first 'externship' program, the External Placement Program (EPP), and has been the blueprint for numerous Australian externship programs which have since followed. This unit of study provides opportunity for students to work for up to one day per week during the semester in a 'public interest' placement site.

In addition, students attend fortnightly seminars which are designed to promote discussion and reflection on a range of issues which may arise during the course of the placement, as well as seminar presentations on matters relevant to public interest externships. The unit has a public interest focus which is reflected in the selection of placement sites, which is aimed at ensuring students acquire a better sense of the professional and personal responsibilities associated with the practice of law, where they develop an appreciation that the law is a people profession, and that one needs to be a reflective practitioner in social justice environments

Students who engage in either of the aforementioned programs may be placed with any number of organisations. However, foremost amongst our social justice partners are the following:

- Public Interest Law Clearing House (PILCH)
- Refugee Advice and Casework Service (RACS)
- Public Interest Advocacy Centre (PIAC)
- The Environmental Defender's Office (EDO)

**Public Interest Law Clearing House (PILCH)**

- Is a not-for-profit organisation
- Is committed to furthering the public interest, improving access to justice, and protecting human rights
- Facilitates the provision of pro bono legal services, undertaking law reform, policy work and legal education
- Addresses the disadvantage and marginalisation in the community
- Strives for structural change to address injustice
- Seeks to improve access to justice and the legal system for the disadvantaged or marginalised
- Identify matters of public interest requiring legal assistance
- Refers individuals, community groups and not for profit organisations to lawyers in private practice

At PILCH, the Homeless Persons’ Legal Clinic (HPLC) is another field offering specialist legal service with free legal assistance, and advocacy to individuals who are homeless, or those at risk of homelessness within a human rights framework. The HPLC also undertakes the following:

- Significant law reform
- Public policy
- Advocacy
- Legal education
- Community development activities to promote and protect the fundamental human rights of people experiencing homelessness

**Refugee Advice and Casework Service (RACS)**

- Is a not-for-profit incorporated association
- Provides a legal service to meet the specific needs of asylum seekers, and is a specialised refugee legal service
- Relies primarily on funding from the Department of Immigration, donations from the community, an extensive volunteer network and a Management Committee
- Provides advice and some casework assistance to individuals seeking asylum in NSW and the ACT
- Provides information sessions about protection visas, and the refugee status determination process to various groups in the community
- RACS offers a variety of assistance to individuals, including:

Lodging Protection Visa applications

Preparing for interviews with the Department of Immigration and Citizenship, as well as attending these interviews

Applications to the Refugee Review Tribunal, and if necessary to attend hearings

Providing one-off advice regarding individual cases, either over the phone or face-to-face

Provides with minor assistance, such as assistance in filling out a forms

## **SYDNEY LAW SCHOOL**

### **Public Interest Advocacy Centre (PIAC)**

- Is an independent, non-profit law and policy organisation
- Works for a fair, just and democratic society through empowering citizens, consumers and communities by taking strategic action on public interest issues
- Works on public interest issues through a combination of litigation, policy and research, training, and by engaging with the community
- Conducts litigation on a broad range of public interest issues, particularly where a decision or practice affects individuals who are subject to some economic or other disadvantage
- Provides advice and representation in test cases, representative or class actions and amicus curiae ('friend of the court') interventions, and litigation in relation to human rights, consumer protection, administrative law and constitutional matters

PIAC also has an Indigenous justice solicitor who acts for Indigenous clients and a Solicitor Advocate in the Homeless Persons' Legal Service representing homeless individuals with complex needs. Their policy work includes:

- Research, developing proposals to reform laws
- Policies and procedures
- Writing submissions
- Advocacy with industry and government
- Campaigning and networking
- Influencing government departments and agencies, regulatory bodies, private corporations and law-makers

PIAC works in partnership with community and consumer organisations, professional associations, academics, government, other community legal centres,

industry, unions and the media, and offers public and customised training programs, short courses, workshops and conference presentations in the following areas:

- Advocacy skills
- Media skills
- The law and the legal system for non-lawyers
- Human rights
- Practising public interest law.

PIAC engages with the community on issues of public interest through the media and by hosting conferences, seminars and workshops; presenting conference papers; publishing newsletters, bulletins, submissions and reports; and building public interest networks and coalitions. Further information about placements and careers at PIAC can be found at [www.piac.asn.org.au](http://www.piac.asn.org.au).

**The Environmental Defender's Office (EDO)**

- Is a not-for-profit community legal centre
- Specialising in public interest environmental law
- Assists individuals and community groups who are working to protect the natural and built environment
- Is part of a national network of EDOs who help to protect the environment through law in their States
- Placements are only available to students who have completed (or are at least enrolled in) environmental law

What students can expect from a placement at EDO?

Placements at the EDO would best suit students with a keen interest in environmental law and policy. Students gain extensive hands on experience working for real clients on some of the most cutting edge cases in environmental law. Students also get to observe how a community legal centre operates and work in a collegiate environment. They will learn a lot.

EDO lawyers rely on student volunteers to assist in the delivery of advice and casework as well as policy projects. Students play a supportive role by conducting research into particular legal issues and helping solicitors to draft legal advices on a range of environmental law matters. Students also help to compile briefs for barristers, file documents at the Court and review recent cases to help EDO lawyers stay up to date on developments in case law.

What career type would be most suited with a placement at EDO?

Students with an interest in environmental law have many career opportunities. If they want to work for a large firm, nearly all the top tier firms have planning and environment departments. Most of the smaller firms do too, these days. There are also plenty of opportunities in State and Federal Government working for the environment or planning departments in the legal advice teams. A good starting point is working for the Land and Environment Court of NSW in a role like a Judge's Associate. If students are interested in practising in the public interest, working for the EDO is likely to be a dream job. Positions at the EDO do not come up all that frequently but it is a wonderful organisation to work for and the work is very fulfilling. As they are a multidisciplinary office, the EDO employs people with a range of skills - legal, policy, education, project management etc.

# Faculty of Law Social Justice Advisory Committee

**Dr Peter Cashman** is director of the Social Justice Program. He is a barrister and Professor of Law (Social Justice) at the University of Sydney. He was formerly: Commissioner in charge of the civil justice review with the Victorian Law Reform Commission; Commissioner jointly in charge of the reference on class actions with the Australian Law Reform Commission; founding Director of the Public Interest Advocacy Centre; founder and senior partner of the firm Cashman & Partners which merged with the Melbourne firm Maurice Blackburn & Co to form the national firm Maurice Blackburn Cashman (now Maurice Blackburn Pty Ltd); Governor of the American Trial Lawyers' Association (now the American Association for Justice) and National President of the Australian Plaintiff Lawyers' Association (now the Australian Lawyers Alliance). He holds a degree in law and a diploma in criminology from the University of Melbourne and a Master of Laws degree and a PhD from the University of London. He has practised law in the United Kingdom, the United States and Australia and is the author of numerous publications, including *Class Action Law and Practice*, The Federation Press, 2007.

**Mr Graeme Coss** began his social justice work in the early 1990s as a research officer on a national project investigating clinical legal education, and published a piece focusing on externships, 'Field Placement (Externship): A Valuable Application of Clinical Education?' (1993). It was this work which later became something of a blueprint for the creation of the Law School's final year elective, the External Placement Program (EPP) in 1996. In late 1995, the then Dean of the Law School, Professor David Weisbrot, appointed Les McCrimmon as the Director of Clinical Programs, and Les set up the EPP and was its coordinator for 4 years. Graeme took over the coordination of EPP in 2000 and it has run successfully from 1996 to the present. Since 2000, Graeme has dramatically expanded the list of potential placement sites. On average, 20+ students are selected, and Graeme is responsible for selecting public interest placement sites from a pool of over 30 organisations to 'match' student expressions of interest. EPP offers a diverse range of subject areas that attempt to mirror student interest.

**Ms Irene Baghoomians** has been keenly involved in social justice since her days as a student within the faculty. At the law school, she was involved with the AI law school chapter and was the president in 1991-1993. Upon graduation, Irene continued her previous volunteer work with RLC and RACS and worked at the Australian Law Reform Commission. Subsequently, she went to Canberra to work at the Department of Prime Minister and Cabinet where she worked in two specialist sections: Office of Indigenous Affairs and Office of Status of Women. Irene then came back to Sydney in 1998 to work at the then Human Rights and Equal Opp Commission as a legal policy officer. Irene rejoined the faculty in 2004 and during 2005 was the convenor of the External Placement Program. For the last three years, she has been a member of the Social Justice Committee that has shepherded the evolution and implementation of the Faculty's inaugural Social Justice Course. In addition, beginning in 2009, she has also participated in the Faculty's tutoring assistance through the Close the Gap program (this is not a faculty or university instigated initiative) aimed at enabling and assisting young indigenous women who have left high school before graduation for a variety of reasons, to return to study and finish their education. Last but not least, due to her belief in the importance of mentoring, she has continued to support, nurture and mentor those students who have been interested in pursuing social justice objectives either through internships, externships or careers.

**Dr Mary Crock** is Professor of Public Law and an accredited immigration law specialist. She teaches in the fields of constitutional and administrative law, human rights, migration and refugee law. She has worked in immigration and refugee law since 1985 when she helped to establish and run Victoria's first community legal service for migrants and refugees. She has held executive positions with the Law Council of Australia and the Refugee Council of Australia; advised the Australian Senate on refugee issues; and prepared a report on immigration detention for the Human Rights Commission. Mary is married to Ron McCallum (Professor of Labour Law) and has worked with him extensively in his new role as Chair of the UN Committee on the Rights of Persons with Disabilities. Most recently, this has included work on a Conclusion for the Executive Committee of UNHCR on refugees with disabilities. Mary is committed to ensuring that students interning at RACS have an opportunity to learn some refugee law. She is also working on three large projects that will provide opportunities for students in the Social Justice Program. The first involves a study of refugee children and youth in Australia. The second is a very big comparative study of immigration and refugee law and policy (through time and around the world). Sydney is partnered in this endeavour by academics from Harvard, LSE, the University of Amsterdam and the University of Luxembourg. The third is a project with Professor McCallum on persons with disabilities in refugee and humanitarian situations.

For more information about faculty members on the Social Justice Advisory Committee, contact Peter Cashman at [petercashman@sydney.edu.au](mailto:petercashman@sydney.edu.au).

# CENTRES AND INSTITUTIONS

Both the Sydney Centre for International Law and the Sydney Institute of Criminology offer student internships in fields with a significant social justice focus. It is important to note that each of these opportunities can also be credited towards students' completion of the External Placement Program elective.



# SYDNEY CENTRE FOR INTERNATIONAL LAW

## Key information

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Fax: (02) 9351 0200

<http://sydney.edu.au/law/scil/>

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Room 625, Level 6, Law School Building (F10)

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The University of Sydney NSW 2006

## Written by Dr Ben Saul

International law offers many opportunities to pursue a career in social justice, whether through an international organisation, NGO, academia, government service, or law firm. My experience as an international lawyer and barrister at the Sydney Centre for International Law at Sydney Law School has given me the flexibility and freedom to follow my own interests - unlike in most jobs. I've been able to participate in human rights cases involving South Africa, Peru, Bangladesh, East Timor, Israel, Macedonia, Fiji and the United States (including Guantanamo Bay), including matters before the International Criminal Tribunal for the former Yugoslavia, the UN Human Rights Committee and the Inter-American Court of Human Rights. I've taught law at Oxford, Sydney, UNSW, and in China, India, and Cambodia, and conducted training for the governments of Iraq, Kuwait, Algeria, Laos, Nepal and Bhutan. I've published widely in the areas of terrorism, human rights, the law of armed conflict and international criminal law. I've had the chance to be involved in law and policy reform through parliamentary and law reform inquiries, and to serve on various professional bodies, including as a member of the International Law Association's International Committee for the Compensation of Victims of War, President of the Refugee Advice and Case-work Service, and previously as a legal expert for a UN committee on Palestine. I'm privileged to be able to travel a lot, and to often talk to the media about international law issues. All in all, I can highly recommend a career as an international lawyer! One way to get some experience as a student is as an intern at the Sydney Centre for International Law, which takes a number of interns each semester.

### **Sydney Centre for International Law Student Internship**

The Sydney Centre for International Law exists within the faculty, and specialises in the public policy and teaching of international law. Established in 2003, the Centre is now recognised as a leading research and policy centre in the Asia-Pacific region. The Sydney Centre offers two internship positions to Sydney Law School students in each semester of the academic year. Interns must be available to work one day per week for the duration of one semester. Interns are involved in the full range of the Centre's activities, including international law research, drafting legal opinions, preparing policy submissions to parliamentary committees and law reform bodies, and assisting in the production of the Australian International Law Journal. Recent interns have conducted research into Australia's media laws, the international legal ramifications of recent people smuggling legislation and the conditions faced by immigrants in detention, as well as assisting the Centre's Director, Dr Ben Saul with research for his current book.

# SYDNEY INSTITUTE OF CRIMINOLOGY

## Key information

Tel: +61 2 9351 0239  
Fax: +61 2 9351 0200

<http://sydney.edu.au/law/criminology/index.shtml>

Address:  
Law School Building (F10)  
Camperdown Campus  
The University of Sydney NSW 2006

## Written by Louisa Di Bartolomeo, Institute Assistant, and Associate Professor Gail Mason, Director

The Institute is a research centre based in the Sydney Law School specialising in criminology, criminal justice and criminal law.

## What are the main activities undertaken by your organisation towards the goal of social justice?

The Institute facilitates dialogue and debate on criminological policy and practice through research, teaching, public education, advice to government and private organisations, publications and media commentary. The Institute's journal and book series highlight contemporary issues in criminal justice and social inequality, recently focusing on refugees and racial violence.

## **SYDNEY INSTITUTE OF CRIMINOLOGY**

### **What benefits will students obtain from a placement/internship/involvement with your organisation?**

The Internship Program offers students an opportunity to advance their research skills and experience; gain an understanding of the Institute and the work it undertakes; build a network of research and/or professional contacts; and use the intern experience as an introduction to future postgraduate research and/or employment in a related field.

### **What kind of involvement can a student anticipate if they were to be placed with your organisation?**

Interns work closely with Institute staff and undertake a broad range of activities including research on general Institute and discrete staff projects; attendance at seminars and meetings; editorial and support work for the Institute's monograph series, journal 'Current Issues In Criminal Justice' and other publications; and drafting correspondence, submissions and reports.

### **What potential careers are available to those within the law school with an interest in criminology?**

Students interested in criminology may choose to pursue careers associated with the criminal justice system. This could include research and policy work for government agencies including corrections, policing, justice, customs, and crime statistics. Additionally, opportunities exist in business regulation, crime prevention, drug policy, environmental planning and protection and mental health.

### **Sydney Institute of Criminology Internship**

The Sydney Institute of Criminology is a research centre based in the Sydney Law School specialising in criminology, criminal justice and criminal law. It is a commercial publishing house producing the international research journal *Current Issues in Criminal Justice* and the Institute of Criminology book series. Institute staff teach the Masters and Graduate Diploma in Criminology at the Sydney Law School and the Institute is committed to public and professional education more broadly. Staff of the Institute advise government and private organisations on matters of crime law and policy and sit on a range of public sector committees and advisory boards.

The Institute of Criminology's Internship Program is open to undergraduate and postgraduate students of Sydney Law School. This is a recently established program undertaken on a pro-bono basis. One internship position is currently offered in each semester of the academic year. Students can also apply for admission to the program by intensive mode during winter and summer break. The Internship Program will be of interest to those students seeking to gain experience in an organisation devoted to research and public policy in the area of criminal justice or in social justice more broadly. Interns will be provided with the opportunity to participate in a broad range of Institute activities and to interact, both formally and informally, with Institute staff members.



# **SOCIAL JUSTICE ORGANISATIONS**



# ABORIGINAL LEGAL SERVICE (NSW/ACT) LTD

## Key information

Street address:  
619 Elizabeth St  
Redfern NSW 2016

Postal address:  
PO Box 646  
Surry Hills NSW 2010

Tel: (02) 8303 6600 or 1800 765 767

[www.alsnswact.org.au](http://www.alsnswact.org.au)

Email: [info@alsnswact.org.au](mailto:info@alsnswact.org.au)

## What is the focus of your organisation?

Aboriginal Legal Service (NSW/ACT) strives for justice for Aboriginal people, the Koori way. We are an Aboriginal, non-government legal service provider representing Aboriginal men, women and children in Criminal and Children's Care and Protection matters. We deliver Community Legal Education and advocate for Law Reform. We have 23 offices and 180 Aboriginal and non-Aboriginal staff across NSW and ACT.

## Do you offer (paid or unpaid) job opportunities?

ALS has a vibrant student volunteer program for law students. All other positions within the organisation are paid.

## What would work at your organisation typically involve?

Criminal Law Services – ALS assists Aboriginal men, women and juveniles who have come into contact with Police or the courts, youth detention or incarceration.

Children's (Care and Protection) Service – ALS helps Aboriginal people who have child protection matters that involve the NSW Department of Family and Community Services (used to be known as DoCS).

Custody Notification Service - ALS operates a 24 hour telephone custody notification service for when an Abo-



## ABORIGINAL LEGAL SERVICE (NSW/ACT)

Aboriginal person is taken into custody. The Police, by law, must ring the ALS when they take an Aboriginal person into custody. When Police ring, the person in custody can speak with an ALS lawyer to obtain legal advice and the lawyer will check they are OK.

Civil Law Clinics - Legal Aid NSW runs Civil Law clinics out of ALS offices. ALS can refer clients with civil law matters to other legal service providers.

Family law - ALS can refer clients with family law matters to appropriate legal service providers.

Law reform - ALS advocates for the protection of rights of Aboriginal people, in particular coronial reform and other advances in the Criminal Justice System.

Community Legal Education - ALS develops, produces and delivers community legal education activities to families, community and stakeholders.

### **What particular attributes do you think define your employees?**

- Committed to the Aboriginal & Torres Strait Islander Communities;
- Willing to come to an agreement;
- Wanting the team to look good;
- Willing to share what they know;
- Working well with others and wanting them to do well;
- Recognising and accepting weaknesses and strengths of others;
- Willing to step up and do their part for the team;
- Resolving conflict;
- Asking for input;
- Encouraging others;
- One who does not think about "Status quo" or me-

diocrity;

- A self-starter;
- Sincerity in thought;
- Ability to adapt, improvise and overcome.

### **Is there a formal application process?**

A separate application is to be supplied for each advertised vacancy. The candidate application should include:

1. Provide a CV.
2. Candidates should provide contact details for two employment referees.
3. Candidates complete the application form and submit it, along with all parts of candidate application as detailed in the position description.
4. Candidates' applications should be marked "Private and confidential" and mailed to the address listed in the information pack.
5. Applicant required to address (in writing) each of the selection criteria identified in the position description.
6. The Selection Panel will assess each application on its merits, and arrange further assessment for those applicants rating high enough for short listing.

### **What do you look for in an applicant?**

Culture: High level of ability to engage with Aboriginal people and communities and superior understanding and sensitivity to Aboriginal culture and issues impacting on Aboriginal people.

Job skills: We want to hire people who have the skills required for the job.

Problem solving skills: Employees at all levels need to

## **ABORIGINAL LEGAL SERVICE (NSW/ACT)**

solve problems.

Communication skills: Exhibiting excellent written & verbal skills.

Teamwork: Teamwork means the ability to get along well with co-workers, to put their team's needs above their own, and to take direction and work-related instruction from their supervisor.

Dedication: Willing to respond to emergencies, put in the extra effort it takes to get things done, or get the training necessary to achieve their goals.

Positive work attitude: People who are enthusiastic, friendly, motivated, and willing to accept assigned tasks.

Professional attitude: knows what needs to be done.

### **When are applications taken, and what are the stages involved in the application process?**

The selection panel will assess each application in order to identify which applicants will be further assessed for short-listing.

Short-listed applicants are invited for the interview, which may take the form of:

- A structured interview in which a series of predetermined questions is asked of each applicant;
- Case studies in which the panel gives the applicant a realistic scenario and asks them what they would do in the given situation;
- After the interview, applicants are ranked accordingly both in their written application and during the interview;
- Panel members review notes and ratings for each answer as it is given, allowing applicant comparisons, with scores put in a summary table, ranked and the final candidate(s) chosen;

- Reference checks conducted on the successful applicant(s);
- Verbal offer of employment to the preferred candidate and discussion of employment terms and conditions;
- Make written offer of employment to a candidate;
- Advise unsuccessful candidates;
- Arrange the appointment and commence the induction process.

### **What are the benefits of taking a position at your organisation?**

Fringe Benefit: As a public Benevolent Institution our employees are able to request that up to \$16,050 (per FBT year) of their gross income tax free be paid in a salary package.

Work life balance: ALS understands the need to balance work with other commitments and recognises that working arrangements that best suit one employee may differ to that of their colleagues.

RDO: One per calendar month.

Remote Allowance (Bourke, Broken Hill, Griffith, Moree & Walgett): Solicitors receive an annual allowance of \$5,000.

Bail Court Allowance: Weekend loading .

Annual Leave: 20 days plus leave loading.

Christmas Closure: Paid (excluding leave loading).

Personal/Carers Leave: 10 Days.

Special Leave: Up to 6 days per annum.

Parental Leave: 2 - 6 weeks paid maternity leave; 2 weeks paid paternity (leave depending on length of service).

Superannuation: 10 %.

Study Leave: 2 hours per week paid (provided directly relevant to work & approved).

# THE AURORA PROJECT

Tel: (02) 9469 8100

[www.auroraproject.com.au](http://www.auroraproject.com.au)

## Key information

Street address:  
43 Eurimbla Ave  
Randwick NSW 2031

Postal address:  
PO Box 6097  
University of New South Wales NSW 1466

## What is the focus of your organisation?

The Aurora Native Title Internship Program places law, anthropology and related social science (archaeology, cultural heritage, environmental management, human geography, history and sociology) students and graduates in 5 – 6 week unpaid internships at Native Title Representative Bodies (NTRBs) and other organisations working in native title, policy, human rights and Indigenous affairs. The program provides much needed assistance to under-resourced host organisations and attracts students to work in the sector.

## Do you offer (paid or unpaid) job opportunities?

Unpaid internships are offered for 5 - 6 weeks over the university breaks (this timeframe is flexible depending on the availability of the applicant). Some internships can be undertaken for longer periods to fulfil the applicant's PLT requirements. Graduates may also undertake 6 week unpaid internships which often lead to paid locum placements where the opportunity arises.

## What would work at your organisation typically involve?

We place interns at the 15 Native Title Representative Bodies (NTRBs) around Australia to support their legal and research staff with related native title claim work. Interns will also undertake legal, policy and research work at

## THE AURORA PROJECT

over 50 other organisations working in Indigenous affairs, social justice, policy and human rights.

### **What particular attributes do you think define your employees?**

The interns that we place need to be academically strong but most importantly have a keen interest in social justice, Indigenous affairs, policy and human rights and be happy to help out at under-resourced and over-worked organisations in whichever capacity they are needed.

### **Is there a formal application process?**

On-line applications via the Aurora website at [www.auroraproject.com.au](http://www.auroraproject.com.au). Applications are open twice a year in March and August for 1 month.

If the applicant progresses through the first round, face-to-face interviews are conducted Australia-wide.

### **What do you look for in an applicant?**

Applicants need to be academically strong but most importantly need to show a demonstrated interest in social justice, Indigenous affairs, policy and human rights and be happy to help out under-resourced and over-worked organisations in whichever capacity they are needed. Applicants need to have solid research and communication skills.

### **When are applications taken, and what are the stages involved in the application process?**

Applications are open twice a year in March and August for 1 month via on-line applications via the Aurora website at [www.auroraproject.com.au](http://www.auroraproject.com.au).

If the applicant progress through the first round, face to

face interviews are conducted Australia-wide.

If successful, applicants are then eligible to be proposed for a placement and are matched to a suitable host.

### **How many people do you accept to each position annually?**

We rely on the demand from our 70 host organisations for each round, but around 60 - 85 interns twice a year.

### **What are the benefits of taking a position at your organisation?**

Interns gain insight and practical experience whilst working in an NTRB, Aboriginal Corporation or other organisation working in the area of Indigenous affairs, human rights, policy and native title.

### **Employee perspective**

The following are comments from supervisors of past interns in regards to the benefits of having an Aurora intern:

*"Having intelligent, engaged people pass through the section is rewarding and the work they produce is a great support."*

*"They played a practical, active role in all the work and projects we were working on across the unit."*

*"Having a bright and committed student in the office, who was both keen to learn and keen to contribute. Having significant assistance at a busy time."*

*"The most rewarding aspect of internship supervision is twofold. First and foremost, it is a pleasure meeting new, young people on the cusp of their careers and being able to provide them with a brief introduction into what working at a Representative Body is really like. It is a pleasure to see them learn and grow and widen their understanding of issues surrounding Indigenous people and native title."*

# EDMUND RICE CENTRE FOR JUSTICE AND COMMUNITY EDUCATION

## Key information

Tel: (02) 8762 4200  
Fax: (02) 8762 4220

[www.erc.org.au](http://www.erc.org.au)

Street address:  
15 Henley Rd  
Homebush West NSW 2140

Postal address:  
PO Box 2219  
Homebush West NSW 2140

## What is the focus of your organisation?

The Edmund Rice Centre is committed to promoting human rights, social justice and eco-justice through research, community education, advocacy and networking especially on behalf of Indigenous people, refugees and asylum seekers, young people and marginalised groups. The centre is an affiliate of the Earth charter and has a specific focus on raising awareness on how climate change affects Pacific Islands and their peoples.

## Do you offer (paid or unpaid) job opportunities?

Voluntary opportunities exist for part-time, casual and internships.

## What would work at your organisation typically involve?

Research, writing submissions, articles, fact sheets etc, advocacy, lobbying, conducting workshops, presentations.

## **EDMUND RICE CENTRE**

### **What particular attributes do you think define your employees?**

Commitment to human rights, social justice and eco justice; a professional approach, team work, respect, hospitality, dedication, reliability and integrity

### **Is there a formal application process? If so, what is the method of application for part-time, intern, graduate and/or other opportunities?**

Initially email [daphnem@erc.org.au](mailto:daphnem@erc.org.au) or phone 02 8762 4200 and ask to speak to Daphne McKeogh.

This will be followed by an interview.

### **What do you look for in an applicant?**

Commitment to working for and understanding issues of social and eco justice and human rights, ability to work in a team and with people of many different backgrounds and cultures

### **When are applications taken, and what are the stages involved in the application process?**

Any time but this will depend on whether there are any vacancies. Applications are not taken in January.

### **How many people do you accept to each position annually?**

It varies.

### **What are the benefits of taking a position at your organisation?**

Experience and networking in an organisation that is at the cutting edge of social change.

# HIV/AIDS LEGAL CENTRE

## Key information

Address:  
414 Elizabeth Street  
Surry Hills NSW 2010

## What is the focus of your organisation?

We provide free legal services to people affected by HIV on HIV related legal matters and Hep C related legal matters. We also conduct Community Legal Education sessions with the community in general, healthcare workers, counsellors and trainers. We engage in law reform and policy work on issues related to HIV and Hep C.

## Do you offer (paid or unpaid) job opportunities?

Due to funding constraints we have only limited capacity for paid positions.

We do engage volunteers in our work -most of our volunteers are law students, Legal Practical Legal Training students, and solicitors.

## What would work at your organisation typically involve?

Assisting the Solicitors in their work which involves:

- Client interviews;
- Maintaining casework files;
- Legal research and drafting;

## HIV/AIDS LEGAL CENTRE

- Court appearances or court visits along with the Solicitor;
- Day to day administrative work like taking calls, preparing briefs etc.

### **What particular attributes do you think define your employees?**

- Dedication to the work and the cause of justice.
- Goal to get quick and good outcomes for our clients.
- Being proactive and taking initiative in work.

### **Is there a formal application process?**

For a paid position:

- We would normally advertise with a job description and essential requirements.

For volunteer position:

- A minimum of 3 days per week commitment required (for Practical Legal Training students a minimum commitment of 4 days per week is required);
- A brief resume along with the availability could be sent to us by email'
- We call the volunteer in for an interview before

they start volunteering.

### **What do you look for in an applicant?**

- Sensitivity towards clients coming from diverse cultural and economic backgrounds.
- Willing to learn and be able to do work with minimum supervision.
- Proactive in moving matters and files and keen to get an outcome for clients.
- Basic computer skills.

### **When are applications taken, and what are the stages involved in the application process?**

Paid positions:

- Applications made;
- Shortlisted by the management committee;
- Interviews with shortlisted applicants;
- One application selected;
- There is a 3 month probation period.

Volunteer positions:

- Applications received as response to an advert or generally;
- Applicant interviewed by the Coordinator, if not available by any other staff member.



**How many people do you accept to each position annually?**

There is no specific number annually, it depends on whenever vacancies arise. With volunteer positions, generally a vacancy arises every 3 months or so, but it is mostly ad hoc.

**What are the benefits of taking a position at your organisation?**

Vast work experience ranging from client interviews to court appearances and drafting of matters.

Hands on experience and exposure to a range of matters ranging from immigration, discrimination, privacy, criminal, social security and some family law related work.

# JUSTICE ACTION

## Key information

Address:  
Trades Hall  
Level 2, Suite 204  
4 Goulburn St  
Sydney NSW 2000

Tel: (02) 9283 0123  
Fax: (02) 9283 0112

[www.justiceaction.org.au](http://www.justiceaction.org.au)

## What is the focus of your organisation?

Justice Action is a community based organisation of criminal justice activists. We are prisoners, academics, victims of crime, ex-prisoners, lawyers and general community members. We believe that meaningful change depends upon the free exchange of information, and communities taking responsibility.

We are unique in that we fund ourselves through a social enterprise called Breakout DesignPrintWeb. That means we are independent and can take on governments.

## Do you offer (paid or unpaid) job opportunities?

Justice Action offers internships.

Also paid jobs from time to time, but they require self-starters with creative initiative. We would accept funding where it wouldn't affect our independence, so new projects or positions are possible.

### **What would work at your organisation typically involve?**

Research around current issues, presentation, working with others on campaigns. Casework. Advocacy.

### **What particular attributes do you think define your employees?**

Generous spirit and preparedness to find ways to unblock problems. Flexibility, openness and dedication.

### **Is there a formal application process?**

Email details or yourself to our contact address:

[ja@justiceaction.org.au](mailto:ja@justiceaction.org.au)

Our website gives a good sense of our activities.

### **What do you look for in an applicant?**

Good skills and some awareness of life. Spirit to take on difficult problems.

### **When are applications taken, and what are the stages involved in the application process?**

We interview the person and see what their preferences are and what is possible.

### **How many people do you accept to each position annually?**

We normally have about ten interns in each semester, coming from several universities. We have paid positions from time to time.

### **What are the benefits of taking a position at your organisation?**

Satisfaction in doing something that isn't done otherwise. We tread where others don't dare. Our independence means that it isn't wasted on mundane projects of little relevance.

# EMPLOYEE PERSPECTIVE

"I came across your organisation after completing a subject called "Crime and society" as part of my Social Sciences Degree. My interest in this subject encouraged me to locate a criminal justice organisation such as yourself to devote my time to. I have completed two courses in Criminal Law and Procedure as part of my Law Degree.

I would like to take the opportunity to thank you for the practical experience, which I have been able to gain through working with Justice Action. I do not doubt that it is through this experience that my interest in the area of Criminal Law has been renewed.

It is a shame that the teaching of the Criminal Law course at University was not able to demonstrate the significance of this area of law. The course was successful in educating students as to the law governing this area, however failed to explore its many shortcomings.

My desire to become a lawyer stems not from my interest in the law alone. I strive to take what I have learnt and apply it in achieving Justice in the law. To recognise the law's faults and work towards alleviating them is the true measure of one's success.

I am grateful that Justice Action has reminded me of these values.

In working with Justice Action I have become aware of the many failings in the law as it stands. I have gained a deeper appreciation of the meaning of Human Rights and the responsibility, which lawyers have in protecting and maintaining these rights for all individuals. It is through our educated and privileged voice that the voice of those not so will be heard.

I thank you again for this opportunity and your devotion to making changes and renewing people's faith in the Criminal Justice System."

# LAW AND JUSTICE FOUNDATION OF NSW

Tel: (02) 8227 3200  
Fax: (02) 9221 6280

[www.lawfoundation.net.au](http://www.lawfoundation.net.au)  
Email: [lf@lawfoundation.net.au](mailto:lf@lawfoundation.net.au)

## Key information

Postal address:  
GPO Box 4264  
Sydney NSW 2001

Street address:  
Level 14, 130 Pitt St,  
Sydney NSW 2000

## What is the focus of your organisation?

The Law and Justice Foundation of NSW is an independent statutory body working to improve access to justice, and contribute to the development of a fair and equitable justice system for the people of NSW.

To achieve its aims, the Foundation undertakes rigorous evidence-based research, supports community projects through grants, facilitates community legal education, promotes plain language legal information, and presents the annual Justice Awards.

Research: Identifying legal needs and what works

Over the past 10 years, the Foundation's research has established and developed a unique knowledge base on the legal needs of the community through our statewide and national surveys, collection of service usage data (Data Digest), and targeted studies of particular disadvantaged groups.

Our work has provided policy makers and service providers with a powerful source of evidence to use in policy development and planning, and when delivering services to improve access to justice for disadvantaged people.

Looking to the future, the Foundation aims to build on our ever growing knowledge base to identify strategies that will meet the legal needs of the community – identifying what is currently known and seeking to build the research and evaluation evidence base.

## LAW AND JUSTICE FOUNDATION OF NSW

Our research reports include:

- By the people, for the people: community participation in law reform (2010);
- Cognitive impairment, legal need and access to justice (2009);
- The legal needs of people with different types of chronic illness or disability (2009);
- Outreach legal services to people with complex needs: what works? (2009);
- Taking justice into custody: the legal needs of prisoners (2008);
- Justice made to measure: NSW legal needs survey in disadvantaged areas (2006);

### **Do you offer (paid or unpaid) job opportunities?**

The Law and Justice Foundation of NSW employs a range of full time, part time and casual researchers, and staff who support its publications, grants and community legal education activities.

Project specific internships are available from time to time for students with strong social science research skills or who are undertaking combined legal and social science studies.

### **What would work at your organisation typically involve?**

Socio-legal research, report writing, stakeholder relations and engagement, project management, production of publications, event coordination

### **What particular attributes do you think define your employees?**

Professionalism and a commitment to the Foundation's work ethic of rigorous evidence-based research and to its mandate of improving access to justice for the people of NSW.

### **Is there a formal application process?**

Positions are formally advertised when a vacancy arises.

### **What do you look for in an applicant?**

A flexible work approach and positive attitude, the ability to work as part of a small team, and an understanding of the justice and legal issues relating to economically or socially disadvantaged people.

Tertiary qualifications in a relevant area or related discipline are required.

### **When are applications taken, and what are the stages involved in the application process?**

Applicants must address the selection criteria and submit their application by the relevant closing date.

### **How many people do you accept to each position annually?**

Our staff base varies depending on the number and nature of the projects we undertake.

### **What are the benefits of taking a position at your organisation?**

The Foundation offers a unique opportunity for a range of professionals and graduates to contribute to the development of a fair and equitable justice system.

# LEGAL AID NSW

Tel: (02) 9219 5000  
Fax: (02) 9219 5935

[www.legalaid.nsw.gov.au](http://www.legalaid.nsw.gov.au)

## Key information

Street address:  
Ground Floor  
323 Castlereagh St  
Sydney NSW 2000

Postal address:  
PO Box K847  
Haymarket NSW 1238

Legal Aid NSW is the largest legal aid agency in Australia. We have 21 offices in metro and regional centres across NSW as well as many specialist services for people who are particularly disadvantaged - such as prisoners, homeless people, children and young people, women victims of domestic violence, older people and people with mental illness.

## What is the focus of your organisation?

Our lawyers focus on Crime, Family Law and Civil Law.

## Do you offer (paid or unpaid) job opportunities?

Legal Aid NSW offers only paid work opportunities.

Our clients are amongst the most disadvantaged people in NSW. Their legal matters are often serious and complex. For this reason it's hard for us to offer internships, casual employment or unpaid work.

## LEGAL AID NSW

Many of our lawyers work part time or flexibly.

We do have a small entry program for graduates. Our Career Development Program provides 4 new graduates with supported rotations over 2 years through Crime, Family and Civil Law Practices. Graduates also receive mentoring and other professional support.

### **What would work at your organisation typically involve?**

Our lawyers specialise in Crime, Family Law and Civil Law.

Within these practice areas lawyers do all kinds of legal work - complex family and criminal litigation, instructing Public Defenders in complex criminal trials, sentencing hearings and bail applications, alternative dispute resolution, legal advice and minor assistance through legal clinics (often in rural and remote areas), duty Court work in Family Law and Crime, assistance over the phone, complaints to an Ombudsman, consumer class actions against the big banks, help with documents, lawyer-assisted mediation in family law, legal advice at homeless shelters, therapeutic legal work with kids and adults in the Drug Court, appearing for clients in many Tribunals and legal education about Wills and Probate to older people in nursing homes.

There's almost nothing that you can't or won't do at Legal Aid!

### **What particular attributes do you think define your employees?**

Incredibly hard working, smart people who are good communicators, are committed to social justice and are passionate advocates for disadvantaged people.

### **Is there a formal application process? If so, what is the method of application for part-time, intern, graduate and/or other opportunities?**

Yes - there is definitely a very formal application process. Jobs at Legal Aid NSW are highly sought after these days!

All job vacancies are advertised on the NSW Government jobs website - [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au). All job applications now need to be sent in through [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au).

In your application you have to address each selection criteria - things like capacity to undertake advocacy, strong interpersonal skills, ability to work with disadvantaged clients and well developed legal research and statutory interpretation skills.

Legal Aid NSW is advertising its Career Development Program for new graduates in August/September. Check out [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au) for more information at that time.

### **What do you look for in an applicant?**

Our best lawyers are smart, passionate advocates, quick thinkers, good on their feet, good listeners, respectful, clever at managing their own stress levels, team players, analytical, good with people, have a sense of humour and think outside the square. And lawyers from diverse backgrounds - including Aboriginal lawyers and lawyers from culturally diverse communities - are like gold!



**When are applications taken, and what are the stages involved in the application process?**

Legal Aid NSW is advertising its Career Development Program for new graduates in August/September. Check out [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au) for more information at that time.

There is also information on our website [www.legalaid.nsw.gov.au](http://www.legalaid.nsw.gov.au).

**When are applications taken, and what are the stages involved in the application process?**

It depends on what area of law you are interested in.

Each year across all practice areas we do a bulk recruitment. From these applications we conduct interviews and appoint new lawyers. We also keep an eligibility list to use when vacancies come up throughout the year. This recruitment is advertised on [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au) each year. It is also worth checking our website regularly ([www.legalaid.nsw.gov.au](http://www.legalaid.nsw.gov.au)).

We are also super keen to employ lawyers from a variety of backgrounds - Aboriginal and Torres Strait Islander lawyers, lawyers from culturally diverse communities, lawyers who speak languages other than English.

**How many people do you accept to each position annually?**

Last year we employed 50 new lawyers at Legal Aid NSW - some permanent and some temporary.

**What are the benefits of taking a position at your organisation?**

There are many benefits of working at Legal Aid NSW. We offer great career progression from entry level lawyer to senior lawyer or even a trial advocate. We encourage acting in more senior positions, rotations through different practice areas, further study, project work and secondments. At Legal Aid you will learn quickly - because there is always so much work to do and so many clients needing assistance. There is also great variety - we run the biggest and most diverse legal practice in Australia.

# EMPLOYEE PERSPECTIVE

*The work of a criminal lawyer in the Local Court...*

“After identifying yourself as a representative to the cell guards, you leave the buzzing foyer brimmed with people, looking flustered, lost and perplexed. It’s your day as a duty lawyer at a busy suburban local court. You proceed down the dark, pokey staircase to the dungeon below. The cells at the Local Court have no windows. There is no concept of time here. Once you place yourself in front of the foggy perspex in the booth, you are overwhelmed by the fumes of those who have been arrested overnight: people charged with breach of AVO, assault, possession of illicit substances, breach of bail. You have it all - a buffet of matters.

As you find yourself as frustrated as King George VI, tempted to violently curse, you have a moment, look at your client sitting in the dock, disillusioned and institutionalised. You gather his papers, his heavy criminal record. He has been in this seat before for speeding in a school zone after having his licence revoked, he breached his bail by reoffending again and not understanding the parameters of his bail conditions, he faces the chance of going to gaol this time but is so confused because his mental illness hasn’t been properly diagnosed and recognised. You now know, you are a proud practitioner who has made a choice, to be heard and your voice is the bridge that fills the gap between the authority that sits high above you, and is facilitated by the faceless uniform and his badge. Suddenly you are hit with a jolt of social justice, you raise yourself like a phoenix, this is your time. Make your claim with passion and conviction – aid your conscience!

Consider a career with Legal Aid NSW and work for the one organisation that reaches out to all kinds of people from different socio economic and ethnic backgrounds. Working at legal aid as a lawyer is a challenge. Pace yourself because this is a ride you won’t forget. You will feel a real buzz of adrenalin while you add to your experience and develop into a lawyer, advocate and humanitarian.”

# MAURICE BLACKBURN LAWYERS

## Key information

Tel: (02) 9261 1488  
Fax: (02) 9261 3318

[www.mauriceblackburn.com.au](http://www.mauriceblackburn.com.au)

Address:  
Maurice Blackburn Lawyers  
Level 20, 201 Elizabeth Street  
Sydney NSW 2000

## What is the focus of your organisation?

At Maurice Blackburn we are honest, fair and committed to social justice and the rights of ordinary working people. Our experienced, empathetic team understands the complex issues faced by people who are injured or who suffer losses due to the illegal or unethical behaviour of others. We are committed to achieving just results.

## Do you offer (paid or unpaid) job opportunities?

Yes, paid opportunities.

Casual Paralegal roles are offered in each state.

NSW:

- PLT placements, paid and unpaid job opportunities such as work experience.
- Graduate opportunities – placement within a practice group and mentored by a senior practitioner providing

## **MAURICE BLACKBURN LAWYERS**

the fundamentals required and on the job training, support and guidance while working in interesting and challenging projects.

VIC & QLD:

- Seasonal Clerkships: 3 week placements offered in Summer and Winter.
- Traineeship Program: Two 6 month rotations in different practice groups, incorporating the supervised workplace training program.
- Please visit our website [www.mauriceblackburn.com.au](http://www.mauriceblackburn.com.au) for more details.

### **What would work at your organisation typically involve?**

Provision of legal services in the areas of Consumer, Investor and Product Liability Class Actions, Medical Negligence, Personal Injury including Dust Diseases, Superannuation and Industrial law.

### **What particular attributes do you think define your employees?**

Maurice Blackburn and our employees live by our core values of justice, respect, excellence, honesty and empathy. We demonstrate a dedication and commitment to the rights of all people.

### **Is there a formal application process?**

As our business expands or vacancies arise we recruit Paralegals and Law Graduates.

We advertise vacancies on our website, university noticeboards, and commercial job seeker websites.

Please visit our website [www.mauriceblackburn.com.au](http://www.mauriceblackburn.com.au) for more details.

### **What do you look for in an applicant?**

A genuine interest in redressing and helping victims get compensation, including a knowledge of our areas of practice.

- An understanding of the history and an appreciation of our philosophy.
- Sound academic achievements in law.
- Superior communication skills.
- A demonstrated ability to interact effectively with people at all levels.
- An empathy for diversity and social justice.

### **When are applications taken, and what are the stages involved in the application process?**

Applications are invited on an as needed basis. Once applications are received they are reviewed and a short list of candidates identified for interview.

### **How many people do you accept to each position annually?**

We currently do not participate in a formal graduate program and recruit as the needs arise.

**What are the benefits of taking a position at your organisation?**

Maurice Blackburn offers more than just a job and from this employees benefit from our unique culture.

We offer extensive staff benefits including:

- A genuine opportunity to be involved in Social Justice Practice cases and initiatives;
- Health and wellbeing initiatives such as gym memberships, wellness sessions and fruit each week;
- Social activities;
- Opportunity to participate in our Women's Law Section. Initiatives include mentoring programs for female secondary students and supporting women's rights and refugee organisations;
- Genuine learning and development and career progression programs.

# EMPLOYEE PERSPECTIVE

"As a law student, I identified Maurice Blackburn early on as the firm for me. Their genuine commitment to social justice and focus on tangibly improving people's lives appealed strongly to my own values. At the firm there are abundant opportunities for lawyers to engage with social justice issues, whether it is through the prism of plaintiff law or one of the numerous public interest committees.

The hands-on experience at Maurice Blackburn is also fantastic...At every stage of my learning I have felt supported and encouraged. Senior partners, associates and the amazing legal assistants have all taken the time to ensure I was getting the best advice and guidance. I honestly believe that, as a trainee, Maurice Blackburn is the exception rather than the rule. It is rare to get such comprehensive training in a firm that is also so firmly committed to their social justice values."

# NATIONAL PRO BONO RESOURCE CENTRE

## Key information

Tel: (02) 9385 7381  
Fax: (02) 9385 7375

[www.nationalprobono.org.au](http://www.nationalprobono.org.au)

Address:  
National Pro Bono Resource Centre  
The Law Building  
University of New South Wales  
UNSW NSW 2052

## What is the focus of your organisation?

To improve access to justice for socially disadvantaged and/or marginalised persons in Australia through the promotion, development and support of professional pro bono legal services.

As advocate, broker, coordinator, researcher, and resource provider, the Centre plays the unique role of national leader and coordinator for pro bono legal services in Australia.

## Do you offer (paid or unpaid) job opportunities?

Occasional full-time and part-time job opportunities. We have seasonal internships from UNSW students but do welcome other volunteers from time to time.

## **NATIONAL PRO BONO RESOURCE CENTRE**

### **What would work at your organisation typically involve?**

Policy, research, advocacy, publications and coordination work.

### **What particular attributes do you think define your employees?**

Professionally skilled smart thinkers.

### **Is there a formal application process?**

For any opportunities see our about us/jobs section on our website.

### **What do you look for in an applicant?**

Bright independent thinkers with some experience in the legal policy environment.

### **When are applications taken, and what are the stages involved in the application process?**

As opportunities arise.

### **How many people do you accept to each position annually?**

As opportunities arise.

### **What are the benefits of taking a position at your organisation?**

To be a member of a small dynamic team that is involved in diverse and interesting work.



# NSW COUNCIL FOR CIVIL LIBERTIES

## Key information

Tel: (02) 8090 2952

Fax: (02) 8580 4633

[www.nswccl.org.au](http://www.nswccl.org.au)

Postal Address:  
NSW Council for Civil Liberties  
PO Box A1386  
Sydney South NSW 1235

## What is the focus of your organisation?

The NSW Council for Civil Liberties (NSWCCL) was founded in 1963 and is one of Australia's leading human rights and civil liberties organisations. Our aim is to secure the equal rights of everyone (as long as they don't infringe the rights and freedoms of others) and oppose any abuse or excessive power by the State against its people. NSWCCL is an NGO accredited with special consultative status with the United Nations Economic and Social Council (ECOSOC).

## Do you offer (paid or unpaid) job opportunities?

NSWCCL offers unpaid opportunities such as internships, trainee placements, volunteer positions and membership of committees.

## **NSW COUNCIL FOR CIVIL LIBERTIES**

### **What would work at your organisation typically involve?**

NSWCCL attempts to influence public debate and government policy on a range of human rights issues. We try to secure amendments to laws, or changes in policy, where civil liberties are not fully respected.

To this end, NSWCCL makes submissions to governments and other organisations on proposed legislation or policy issues, comments on civil liberties issues in the media, works with other NGO organisations, participates in conferences and forums, conducts court cases and assists individuals with complaints about infringement of civil liberties, produces publications, and conducts many other activities.

Interns and volunteers are involved in all of these activities, usually under the supervision of a committee member.

### **What particular attributes do you think define your employees, interns and volunteers?**

Passion about human rights and an ability to work independently and creatively.

### **Is there a formal application process?**

Members of NSWCCL are entitled to join and participate in a variety of sub-committees in various specialist areas such as criminal justice, civil and indigenous rights, bill of rights, censorship, children and young people.

Applicants for placements and internship positions should send a cover letter together with a copy of their CV to [office@nswccl.org.au](mailto:office@nswccl.org.au) specifying the type of position sought.

### **What do you look for in an applicant?**

Interest in civil liberties and human rights law, research skills, good communication skills.

### **When are applications taken, and what are the stages involved in the application process?**

Applications for membership of NSWCCL and to join subcommittees can be made at any time. Applications for internships and placements should be made at least 6 weeks in advance of the proposed start date of the position.

### **How many people do you accept to each position annually?**

That depends on the length of the internship or placement. Generally there is a maximum of 2 interns or placements at any one time.

### **What are the benefits of taking a position at your organisation?**

Students have the opportunity to develop their legal research skills, submission writing skills and problem solving skills, and to be challenged academically and personally on a range of topical issues.

Placements and internships can qualify for course credits with some courses.

# EMPLOYEE PERSPECTIVE

"I have been working for the NSW Council for Civil Liberties for several months. I am a postgraduate student at Sydney University. I find my work with NSWCCCL extremely interesting and stimulating. It brings me up-to-date with the most recent law and policy developments. I play a role in all aspects of CCL's day to day activities, from responding to inquiries and complaints to facilitating CCL's participation in events and overseeing the submissions CCL makes to legislative reviews. The various activities involved are personally rewarding, as well as helping to further my career in the human rights field."

# NSW DEPARTMENT OF ATTORNEY GENERAL & JUSTICE – JUVENILE JUSTICE NSW

## Key information

Street address:  
Level 24, 477 Pitt Street  
Sydney NSW 2000

Tel: (02) 9219 9400  
Fax: (02) 9219 9500

Postal address:  
PO Box K399  
Haymarket NSW 1240

[www.djj.nsw.gov.au](http://www.djj.nsw.gov.au)

## What is the focus of your organisation?

The Department of Attorney General & Justice - Juvenile Justice NSW provides services to young offenders to decrease their re-offending and increase their capacity to successfully reintegrate into their communities.

These services include administration of Youth Justice Conferencing, community supervision, including court advice, custodial supervision and provision of rehabilitation programs.

Juvenile Justice NSW also provides both legal support and industrial relations support and advocacy through its Legal and Employment Relations Branches.

## Do you offer (paid or unpaid) job opportunities?

Juvenile Justice NSW provides a full range of paid and unpaid job opportunities.

Paid employment includes part-time, casual and full time in accordance to the Public Sector awards and guide-

lines. Positions range from frontline workers, such as Juvenile Justice Officers, who work with young offenders in the community, and Youth Officers, who support detainees, to support staff such as legal officers, industrial relations officers and project and policy officers.

The Agency supports Practical Legal Training placements and other work experience opportunities.

### **What would work at your organisation typically involve?**

Front line staff work directly with sentenced young offenders or young offenders referred to Juvenile Justice NSW. This work has a focus on rehabilitation based on case work and offence focused interventions, and includes working with a range of service providers to ensure the needs of the young person are met.

Young people within the justice system have a range of complex needs which includes: homelessness, mental health, alcohol and other drugs abuse, anti-social behaviour, poor family relationships, poor education and unemployment. Front line workers help to address these and other needs.

Back line staff (support staff) provide a range of functions which include:

- Industrial Relations advocacy;
- Legal advice and report preparation;
- Project management;
- Program development and implementation;
- Policy and procedure development and implementation;
- Development of cabinet minutes; and
- Administrative support.

### **What particular attributes do you think define your employees?**

People who have:

- A compassionate nature;
- A sense of justice;
- A desire to work with young offenders and to assist them in rehabilitation; and
- Professionalism.

### **Is there a formal application process?**

There is a formal application process.

For all paid employment opportunities, people should access [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au) and follow the application process outlined for the job that they are interested in.

For unpaid work experience in the Employment Relations, Conduct, and Entitlements Branch or Legal Branch, interested persons should contact Juvenile Justice NSW, Human Resource Branch on 9219 9400.

It is recommended that all people interested in working in Juvenile Justice should look at the Juvenile Justice web page for more information: [www.djj.nsw.gov.au](http://www.djj.nsw.gov.au).

### **What do you look for in an applicant?**

When recruiting, Juvenile Justice NSW looks for applicants who meet all of the selection criteria of the position that an applicant is applying for.

## **JUVENILE JUSTICE NSW**

### **When are applications taken, and what are the stages involved in the application process?**

Different positions are advertised throughout the year on a needs basis. When a position is advertised it will have a closing date. Applications are received for a position up until the closing date on the advertisement.

Within 2 weeks of the closing date the convenor will review the applications and invite people who meet the selection criteria to attend an interview. Interviews will take place with the convenor and other panel members.

The convenor and the panel members will make a decision on the successful applicant after the completion of all interviews. The convenors report is then sent to the Recruitment Branch for review and for the recommendation to be approved.

Once approved the convenor is then notified that they can offer the position to the successful applicant. The successful applicant will then be contacted by the convenor.

### **How many people do you accept to each position annually?**

It depends on the positions that are available and staff members who leave the organisation.

The majority of positions are advertised on a needs basis, however, regular recruitment action is undertaken for Youth Officer positions within Juvenile Justice NSW.

### **What are the benefits of taking a position at your organisation?**

Juvenile Justice NSW has a variety of different positions that will suit a variety of people, depending on a person's qualifications and experience.

Juvenile Justice NSW often opens up job opportunities to employees for development within the organisation on an Expression of Interest basis.

Juvenile Justice NSW also provides training opportunities to employees, depending on the position.

# EMPLOYEE PERSPECTIVE

"I first started working in Juvenile Justice as an Investigations Officer, investigating allegations of misconduct against employees. Because of my background, being a qualified lawyer and investigator, I was also able to assist in providing legal advice and have since transferred to the Employment Relations Officer role within Juvenile Justice.

As the Employment Relations Officer I deal with all Industrial Relations matters within Juvenile Justice. There really isn't an average day in my job. It varies from attending court or tribunal proceedings, attending barrister's conferences, preparing court or departmental documents, attending meetings, reviewing documents, providing advice and undertaking investigations.

I love my job because it is interesting, varied, complex, flexible and I work with a great bunch of people. It also provides me with opportunities to attend conferences, training, and travel throughout the state."

# NSW OMBUDSMAN

## Key information

Postal address:  
Level 24, 580 George St  
Sydney NSW 2000

Tel: (02) 9286 1000

[www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

Street address:  
Level 24, 580 George St,  
Sydney NSW 2000

## What is the focus of your organisation?

The NSW Ombudsman is an independent and impartial watchdog. Our job is to make sure that the agencies we watch over fulfil their functions properly and improve their delivery of services to the public. We help agencies to be aware of their responsibilities to the public, to act reasonably and to comply with the law and best practice in administration.

We have jurisdiction over the following agencies and the people who work for them:

- NSW public sector agencies including government departments, statutory authorities, boards, area health services and the police.
- Local and county councils.
- Some private sector agencies and individuals who provide public services such as the operators of Junee correctional centre, private certifiers who sometimes perform certain local council functions and accreditation bodies for those private certifiers.



- Public and private sector agencies providing services for children including government and non-government schools, child care centres and agencies providing substitute residential care.
- Agencies providing community services who are funded, licensed or authorised by Community Services, Ageing, Disability and Home Care, the Minister for Community Services or the Minister for Ageing and Disability Services, including licensed boarding houses and fee-for-service agencies.

Our focus is on improving the conduct and decision-making and/or the standard of the investigations conducted by or on behalf of those government agencies and non government service providers within our jurisdiction. We use our experience and knowledge to make sure they are aware of their responsibilities to the public and act reasonably as well as lawfully.

### **Do you offer (paid or unpaid) job opportunities?**

The NSW Ombudsman receives many inquiries from university students about work experience placements or graduate recruitment.

We occasionally accept requests for students to undertake their compulsory work experience placement at our Office, but only when our work allows us to provide the appropriate level of support and guidance to students. Student placements are generally unpaid work experience opportunities.

Any request for a work experience placement should include a statement of support from your university. We do not operate a graduate recruitment program but we encourage university graduates to apply for advertised vacancies.

### **What would work at your organisation typically involve?**

While our core work has always been receiving and dealing with complaints, over the years we have become more proactive in our approach. We investigate the more serious matters ourselves, but in many cases we encourage agencies and complainants to deal with each other directly and find a mutually satisfactory outcome. We also scrutinise the systems that agencies have to deal with complaints and recommend improvements.

We encourage and help agencies to set up and maintain effective complaint handling systems to better handle complaints and use the feedback to improve the way they do things. We provide training and have developed resources on topics such as how to deal with difficult complainants and how to investigate complaints. We also provide a range of training courses to the public.

We also have specific functions relating to the protection of children in NSW, the delivery of community services, the causes and patterns of deaths of certain children and people with a disability in care, agency decisions on freedom of information applications, the use of powers to conduct controlled operations, and the operation of a number of new pieces of legislation conferring additional powers on police.

We come into contact with a broad range of people as part of our work. This includes members of the public, frontline staff from government agencies and non-government service providers, members of Parliament, as well as those from interstate and international Ombudsman offices.

Work at the NSW Ombudsman involves any or a combination of any of the following:

- Providing information and advice;
- Dealing with complaints;

## NSW OMBUDSMAN

- Overseeing and monitoring investigations conducted by agencies into complaints;
- Monitoring and reviewing community services;
- Reviewing the implementation of legislation.

Most staff spend at least one day each year in our busy telephone inquiries section.

### **What particular attributes do you think define your employees?**

We employ about 200 people. Our staff have a wide range of experience and expertise to assist with their handling of more than 35,000 complaints and enquiries which we receive each year.

Our employees are energetic and consist of a diverse mix of experience and skill, coming from a range of backgrounds – including investigative, law enforcement, community and social work, legal, planning, child protection and teaching.

Our staff are dedicated to serving the public interest and have a passion for social justice issues. They value integrity and honesty, and are accountable and objective. They have the capacity to give advice fearlessly and frankly when required and are committed to providing the highest level of customer service. Our staff generally have a sense of leadership and are expected to maintain the strictest confidentiality at all times.

### **Is there a formal application process?**

Yes. All employment opportunities available at the NSW Ombudsman are advertised on the following websites:

- [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au);
- [www.seek.com.au](http://www.seek.com.au);
- [mycareer.com.au](http://mycareer.com.au);

- [www.careerone.com.au](http://www.careerone.com.au).

Applicants are required to submit their resume and a response to the specific selection criteria. All applications received in response to advertised positions will be reviewed by a selection committee to determine who should be called for interview. The selection committee's assessment will be made solely on how the applicant demonstrates that they possess the selection criteria for the position.

### **What do you look for in an applicant?**

Every position advertised at the NSW Ombudsman has its own set of selection criteria that will be specific to the nature of the position and the context of the division for which it is advertised. The selection criteria can be found in the job advertisement itself and each applicant is required to provide a statement of claim that satisfies each of the selection criteria.

While the selection criteria varies from position to position, examples of desirable attributes in an applicant may include excellent communication skills, good research and analytical skills, negotiation and conflict resolution skills, an ability to balance conflicting priorities, an ability to work both independently and as part of a team. Other applicants may require negotiation and conflict resolution skills and an ability to balance conflicting priorities.

### **When are applications taken, and what are the stages involved in the application process?**

Positions are advertised all year round subject to the number of vacancies available in the office.

Interested applicants should read the job advertisement very carefully before preparing their application. A job package is available to download from the NSW Ombudsman website that provides helpful

information about the recruitment and employment policies and procedures of the NSW Ombudsman.

The application process involves submitting an application online through the Jobs NSW website ([www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au)). The application will usually include a statement of claim for the position, demonstrating how the applicant meets each of the selection criteria, a resume and a completed employment application and referee nomination form. Occasionally, the applicant may also be required to complete a written task depending on the position.

Applications are then reviewed by a selection committee, who will then compile a shortlist of applicants to be interviewed. Following an interview, the referees of shortlisted applicants will be contacted and shortlisted applicants will also be subject to a criminal records check. Once this has been completed, the successful applicant will be offered a position by telephone.

In some instances, an eligibility list may be created to enable subsequent similar vacancies to be filled.

### **How many people do you accept to each position annually?**

The number of people employed and the number of job vacancies advertised varies according to the changing needs of the office.

### **What are the benefits of taking a position at your organisation?**

There are many benefits to working at the NSW Ombudsman. Employees of the Ombudsman are provided with the opportunity to be involved in an extensive range of issues of social importance. As the office works to promote good conduct, fair decision making, protection of rights and provision of quality services, working at the NSW Ombudsman potentially

gives staff the opportunity to make a positive impact on the lives of others.

Employees of the office gain an in-depth perspective of the concerns of different community groups and then work with the various stakeholders to improve services in a way that best serves the public interest. The office provides a supportive working environment and opportunities for career development.

As a public sector employer, The NSW Ombudsman also offers excellent conditions of employment including:

- Flexible work practices, e.g. part-time work, job sharing, career breaks;
- Flexible working hours;
- Equal employment opportunities;
- Promotional prospects based on merit selection;
- Competitive pay.

# PROJECTS ABROAD

## Key information

Postal address:  
GPO Box 422  
Adelaide SA 5001

Tel: 1300 132 831

[www.projects-abroad.com.au](http://www.projects-abroad.com.au)

Street address:  
316/33 Pirie Street (Epworth Building)  
Adelaide SA 5000

## What is the focus of your organisation?

Projects Abroad organises safe, sustainable and worthwhile law and human rights internships in countries throughout the developing world where you will have the chance to work with local people on real grass roots issues. Wherever you decide to volunteer, you will always be supported by qualified and dedicated full-time local staff and there will always be other volunteers there to socialise with in your down time.

## Do you offer (paid or unpaid) job opportunities?

As an overseas internship, there is a program fee- this will cover all of your food, accommodation, comprehensive travel and medical insurance, contributions to the cost of running the program and 24/7 support by Projects Abroad local staff whilst you are overseas.

As a volunteer with Projects Abroad, you can expect to be a part of a busy, full-time placement working five days a week. You will gain invaluable professional and personal skills, and you will have opportunities and responsibilities that you may not expect on an internship in Australia.

### **What would work at your organisation typically involve?**

The collective mission of a Projects Abroad Human Rights Internship is to provide good quality, independent legal advice to the poor and vulnerable, to highlight inequalities and demand redress for unfair laws, and to ensure effective access to justice for minority and vulnerable groups. Internships cover a broad spectrum of topics including:

- Children's rights and prevention of child abuse;
- Prison conditions and prisoners Rights;
- Election monitoring and Participatory Governance;
- Development and human rights in rural communities;
- Women's rights;
- Immigrants and refugees rights;
- Health, particularly HIV Aids awareness.

The programs aim to help ordinary people understand their rights, empower people to speak out when their rights are infringed, and give them the skills and knowledge necessary to do so. Your role in this will involve:

- Researching and generating media features;
- Conducting interviews and receiving complaints of human rights violations;
- Raising awareness in rural and urban communities through:
  - Preparing training materials and conducting workshops;
  - Providing free legal advice;
  - Preparing parliamentary submissions.

The internships offer an unprecedented opportuni-

ty to gain firsthand experience of human rights law while making a valuable contribution to the welfare of marginalized groups in African society.

### **What particular attributes do you think define your employees?**

Our volunteers are typically people who have an open mind, like a challenge, can adapt to foreign surroundings, and are keen to learn and completely immerse themselves into another culture. All interns need to show a good level of initiative; the Human Rights projects are fast paced and interns who seek their own work, ask questions and make an impact on their supervisors will have a fantastic learning experience.

### **Is there a formal application process?**

Volunteers can apply online at [www.projects-abroad.com.au](http://www.projects-abroad.com.au) and from here they will receive a call from the Australian Projects Abroad office. The phone call is to determine if you would be suited to the program and to find out what your interests and experiences are. If we think you are a good match for the program then you will be accepted.

### **What do you look for in an applicant?**

We require volunteer with a keen interest in affecting change for the better, whilst keeping in mind the long-term aims of the projects. Projects Abroad interns need to be committed, enthusiastic and both culturally aware and culturally sensitive. Our volunteers need to have initiative and the dedication to meet deadlines and take on responsibilities.

### **When are applications taken, and what are the stages involved in the application process?**

Our law and human rights internships run continu-

## PROJECTS ABROAD

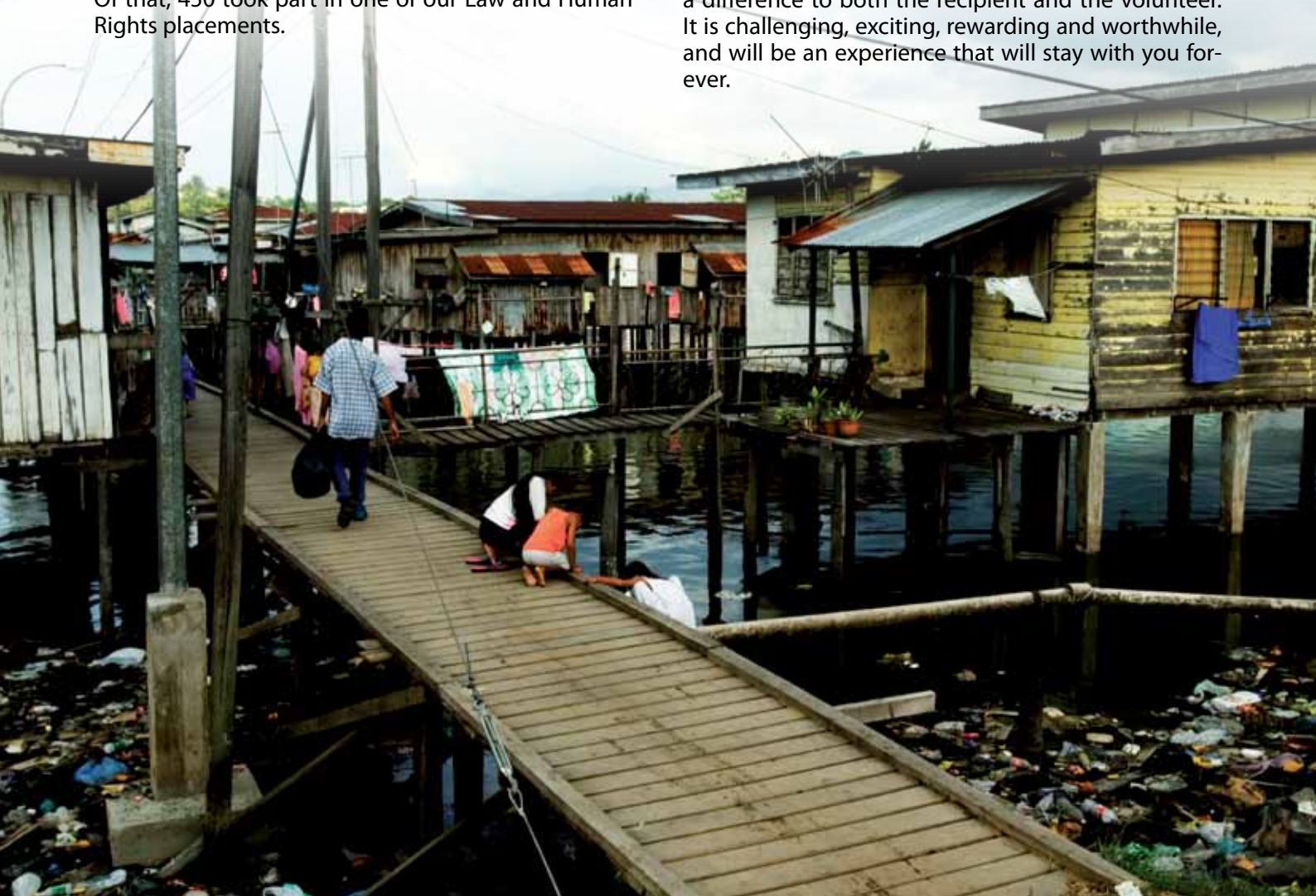
ously all year round, which means that applications are accepted all year round. Students can start the program at a date that suits them, and can volunteer for as long as they wish (minimum one month).

### **How many people do you accept to each position annually?**

In 2009 Projects Abroad successfully placed over 6000 volunteers overseas in a range of different programs. Of that, 450 took part in one of our Law and Human Rights placements.

### **What are the benefits of taking a position at your organisation?**

An international internship with Projects Abroad would be a valuable addition to your resume in the notoriously competitive world of Law, Human Rights or International Development and might just secure you that lucrative first job once you graduate. Volunteering shows employers that you have initiative, you are mature, like a challenge, and are adaptive. Volunteering is such a unique experience because it makes a difference to both the recipient and the volunteer. It is challenging, exciting, rewarding and worthwhile, and will be an experience that will stay with you forever.



# EMPLOYEE PERSPECTIVE

"I interned at the Projects Abroad Human Rights Office (PAHRO) in Cape Town, South Africa at the beginning of 2009. The internship was organised into two main areas, casework and the community development work.

PAHRO works closely with the UNHCR, so the majority of the casework consisted of interviewing and advising refugees who were applying for protection, integration or repatriation with the UN. Clients would approach the office on a daily basis, stating their claim, upon which we would conduct an interview, allowing us to hear firsthand accounts of people fleeing civil war in Somalia and genocide in the DRC. This allowed for an intimate understanding of the functioning of the UN and the South African Human Rights Commission on a grassroots level, due to our regular contact with them.

The scope for the community development work is broad due to our various partnerships. I chose to work at a refugee camp and a half way house for young boys who had been arrested and were awaiting trial. Our work at the refugee camp ranged from investigating claims of harassment from guards, to helping refugees to renew their paperwork. We went to the half way house weekly and conducted human rights education classes.

I had the opportunity to work alongside an amazing supervisor, Theodore Kamwimbi, a well-known human rights lawyer and political refugee from the DRC. I worked closely with other volunteers, many qualified lawyers and professionals from all over the world. It also gave me the opportunity to stay involved with Projects Abroad, who I now work for.

The internship allowed me intimate contact with local people, grassroots and international organisations. It was an experience that has, and will be valuable throughout university and my professional life."

Aishu Balaji – student, past intern and current employee of Projects Abroad

# PUBLIC INTEREST ADVOCACY CENTRE

## Key information

Address:  
Public Interest Advocacy Centre  
Level 9, 299 Elizabeth St,  
Sydney NSW 2000

Tel: (02) 8898 6500  
Fax: (02) 8898 6555

[www.piac.asn.au](http://www.piac.asn.au)

## What is the focus of your organisation?

The Public Interest Advocacy Centre (PIAC) is an independent, non-profit law and policy organisation that works for a fair, just and democratic society, empowering citizens, consumers and communities by taking strategic action on public interest issues.

PIAC identifies public interest issues and, where possible and appropriate, works co-operatively with other organisations to advocate for individuals and groups affected. PIAC seeks to:

- Expose and redress unjust or unsafe practices, deficient laws or policies;
- Promote accountable, transparent and responsive government;
- Encourage, influence and inform public debate on issues affecting legal and democratic rights; and
- Promote the development of law that reflects the public interest;
- Develop and assist community organisations with a public interest focus to pursue the interests of the communities they represent;



## **PUBLICLY INTEREST ADVOCACY CENTRE**

- Develop models to respond to unmet legal need; and
- Maintain an effective and sustainable organisation.

### **Do you offer (paid or unpaid) job opportunities?**

PIAC has 27 staff and employment opportunities arise from time to time.

PIAC also has an intern program. This program offers volunteer placements for students completing the practical legal training requirement for College of Law studies and undergraduate law students required to complete a placement as part of their coursework.

### **What would work at your organisation typically involve?**

Volunteer interns undertake paralegal work assisting Lawyers and Policy Officers with a variety of legal casework and research tasks. Interns also assist PIAC by answering calls from members of the public seeking legal assistance.

### **What particular attributes do you think define your employees?**

A commitment to social justice.

### **Is there a formal application process?**

Yes. PIAC advertises all paid and volunteer positions, seeks written applications and conducts interviews for all positions.

### **What do you look for in an applicant?**

PIAC has Position Descriptions with selection criteria for all paid and volunteer positions which applicants are asked to address in their applications. Generally, we look for applicants who are committed to social justice and want to gain experience practising public interest law.

### **When are applications taken, and what are the stages involved in the application process?**

Positions are advertised on an as needs basis. Paid positions are advertised in the Sydney Morning Herald, various online job boards and on the PIAC website. Volunteer intern positions are advertised on the PIAC website, the College of Law Website and university law schools. All positions have an advertised closing date.

### **How many people do you accept to each position annually?**

The number of volunteer positions varies each year depending on need, however, we generally have at least three volunteers working with us at any one time.

### **What are the benefits of taking a position at your organisation?**

Interns are exposed to a range of public interest and social justice issues and learn about public interest law and how PIAC uses various strategies to campaign around these issues.

# NSW PUBLIC DEFENDERS OFFICE

## Key information

Address:  
Public Defenders Office  
Carl Shannon Chambers  
Level 13  
175 Liverpool Street  
SYDNEY NSW 2000

Telephone: (02) 9268 3111  
Facsimile: (02) 9268 3168

## What is the focus of your organisation?

Public Defenders provide legal representation for legally assisted people charged with a serious indictable offence/s.

## Do you offer (paid or unpaid) job opportunities?

Predominantly unpaid volunteer work.

Paid only for suitable candidates under our Aboriginal Law Graduates Program.

## What would work at your organisation typically involve?

Assisting Public Defenders with preparation of trial/sentence appeal matters. Attending court.

### **What particular attributes do you think define your employees?**

Good sense of social justice. Strong interest in criminal law. Able to deal with the practicalities and reality of criminal law cases. Independent workers with excellent research skills.

### **Is there a formal application process?**

No, however all expressions of interest should be sent to the Chambers Manager, preferably via email and with CV and academic record attached.

### **What do you look for in an applicant?**

Strong interest in criminal law practice and high level research skills.

### **When are applications taken, and what are the stages involved in the application process?**

Applications may be made at any time although late January or early February is preferable as opportunities are very limited over summer vacation.

Applicants should be in their final year of study, however, will consider exceptional students in penultimate year.

Will consider PLT placements subject to availability of suitable work. All Applicants subject to interview by Chambers Manager.

### **How many people do you accept to each position annually?**

Varies but can be up to eight per semester part time (including coursework placements) subject to space and availability of suitable work.

### **What are the benefits of taking a position at your organisation?**

Real experience in preparing a case for trial or other criminal proceeding. Working closely with highly experienced criminal law barristers. Supportive and friendly workplace.

# PUBLIC INTEREST LAW CLEARING HOUSE

## Key information

Address:  
Public Interest Law Clearing House  
GPO BOX 863  
Sydney NSW 2001

Tel: (02) 9114 1793  
Fax: (02) 9114 1792

[www.pilchnsw.org.au](http://www.pilchnsw.org.au)

## What is the focus of your organisation?

PILCH is a pro bono clearing-house for legal matters in the public interest. We refer matters to PILCH members where they meet PILCH's criteria. The matter must:

- Raise matters of broad public concern; or
- Particularly impact on vulnerable, disadvantaged or marginalised groups; and
- The individual cannot reasonably be expected to afford to pay for legal services.

PILCH is involved in a number of projects that tackle issues at a systemic level.

## Do you offer (paid or unpaid) job opportunities?

We work with secondees from legal practices and we offer PLT placements and placements through our Volunteer Program. We also host students completing the Social Justice Clinical Course through Sydney University Law School.

### **What would work at your organisation typically involve?**

PILCH Clearing House: Taking instructions from clients (individuals and not-for-profit organisations), assessing matters for referral, research, referring matters including drafting letters and briefs, following up on referred matters, attending client interviews with the PILCH member and the client and attending court proceedings.

Projects: Contribute to the Centre's current and emerging projects through research, developing and implementing strategy for legal reform through community legal education, submission writing, using the media, lobbying, and identifying avenues for administrative review.

### **What particular attributes do you think define your employees?**

A commitment to human rights and social justice, an understanding of the issues that affect vulnerable, disadvantaged or marginalised groups, excellent research skills, capacity to problem-solve, and a sense of humour.

### **Is there a formal application process?**

Expressions of interest are called for as PLT and volunteer positions become available. PILCH tries to accommodate the needs of its staff in terms of their other commitments. A formal application and interview are undertaken.

### **What do you look for in an applicant?**

An understanding of the issues that affect vulnerable, disadvantaged or marginalised groups, demonstrat-

ed commitment to human rights and social justice (for example through volunteer work), good communication skills.

### **When are applications taken, and what are the stages involved in the application process?**

As required.

### **How many people do you accept to each position annually?**

PILCH is able to take on 3 PLT placements at a time. Volunteers are taken on as required.

### **What are the benefits of taking a position at your organisation?**

Capacity to develop:

- Client interviewing skills, including working with interpreters;
- Skills in case management;
- Skills in, and understanding of, Community Legal Education (CLE);
- Skills in identifying emerging issues of legal need and how to address them through strategic case work, CLE, policy and law reform;
- Knowledge of a wide range of areas in civil law, and some criminal law;
- Knowledge of the pro bono landscape in Australia.

You will build a great network across NGO's, Community Legal Centre's, government, Legal Aid NSW, and law firms and barristers in Sydney, RRR NSW and across Australia.

# EMPLOYEE PERSPECTIVE

“I am lawyer on secondment at PILCH from Corrs Chambers Westgarth. Every day here at PILCH is different from the last making my experience here so unique.

An average day for me consists of interacting with clients, conducting research into matters, drafting referrals to our Members and finalising files when matters are successfully referred. I feel a sense of achievement every time I read an email saying words to effect ‘we will accept this matter on a pro bono basis’. I also allocate time to work on the Stolen Wages Project, which is just one of many projects that PILCH run.

Approximately half of my clients are Not-For-Profit organisations. Assisting NFP’s and NGO’s has made me appreciate how many people in our community volunteer their time for the greater good of others.

What is really impressive about PILCH is the way the staff (aka PILCHERS) work collegiately on their matters. Each of us shares a commitment to human rights and social justice and we regularly allocate time to discuss matters that affect the marginalised and disadvantaged groups in our community. We often work alongside other organisations such as Legal Aid and Community Legal Centres.

Through PILCH, I have been able make use of the networks available and build relationships with other community legal organisations, our Members, as well as our clients. Pertinent to every lawyer’s career, I have also developed problem solving, client interviewing and case management skills. I have learnt to deal with 30 files at once rather than just a few.

PILCH is a truly inspiring organisation that undoubtedly ‘bridges the gap’ by linking community members to Member firms and barristers. Thanks to my fellow PILCHERS, it is a workplace that definitely leaves me smiling at end of each day.”

Jennifer Slaviero

# REDFERN LEGAL CENTRE

## Key information

Address:  
Redfern Legal Centre  
73 Pitt St  
Redfern, NSW 2016

Tel: (02) 9698 7277  
Tenants' Advice Service: (02) 9698 5975

[www.rlc.org.au](http://www.rlc.org.au)

## What is the focus of your organisation?

Redfern Legal Centre is an independent, non-profit community legal centre dedicated to promoting social justice and human rights.

We offer free legal advice, referral, and casework to disadvantaged people living in the City of Sydney, Botany Bay, and Leichardt local government areas.

We also provide community legal education and advocate for the reform of inequalities in laws, the legal system, administrative practices, and society as a whole.

Our specialist areas are domestic violence, tenancy, credit and debt, employment, discrimination and complaints about police and other government agencies.

## **REDFERN LEGAL CENTRE**

### **Do you offer (paid or unpaid) job opportunities?**

Paid positions are advertised on our website [www.rlc.org.au](http://www.rlc.org.au).

We have volunteer opportunities for legal assistants, PTL students, and solicitors.

### **What would work at your organisation typically involve?**

Volunteer Legal Assistants provide legal support to the caseworkers at the centre through:

- Legal information & referrals;
- Working on casework files;
- General administrative duties.

Volunteer Solicitors' duties include:

- Staffing a telephone and face-to-face shift on a weekly or fortnightly basis;
- Interviewing and providing advice;
- Accurately recording advice given on advice forms;
- Advising clients of limitation dates;
- Accurately obtaining and recording statistical information from clients;
- Following PII requirements.

PLT placement responsibilities include:

- Client intake;
- File review;
- General administration;
- Research;
- Legal drafting;
- Interviewing clients;
- Follow-up on client matters under the supervision of a solicitor.

### **Is there a formal application process?**

There is a formal application process.

Please visit our website [www.rlc.org.au](http://www.rlc.org.au) for details.



# REFUGEE ADVICE & CASEWORK SERVICE (RACS)

## Key information

Tel: (02) 9114 1600  
Fax: (02) 9114 1794

[www.racs.org.au](http://www.racs.org.au)

Address:  
The University of Sydney Faculty of Law Building  
Level 12, 173-175 Phillip St  
Sydney NSW 2000

## What is the focus of your organisation?

RACS is a not-for-profit incorporated association and relies primarily on funding from the Department of Immigration, donations from the community, an extensive volunteer network, and a Management Committee.

RACS is a specialist refugee legal service which provides advice and some casework assistance to individuals seeking asylum in NSW and the ACT, both in the community and immigration detention.

Our principle aims may be summarized as follows:

- To provide a free expert legal service for individuals seeking asylum in Australia;
- To provide referral for counselling and assistance on related welfare issues such as accommodation, social security, employment, psychological support, training, and education;
- To provide a high standard of community education about refugee law, policy, and procedure;
- To provide training sessions, workshops, and seminars on refugee law, policy, and procedure to legal and welfare agencies, and individuals involved in advising and assisting refugees;

## REFUGEE ADVICE & CASEWORK SERVICE (RACS)

- To establish a resource base of current information and documentation necessary to support claims, for use by RACS, community organizations, and lawyers assisting refugee claimants;
- To participate in the development of refugee policy in Australia as it relates to the rights of those seeking asylum in this country;
- To initiate and promote reform in the area of refugee law, policy, and procedures.

At a broader level, RACS aims to promote the issues asylum seekers face by raising public awareness and to advocate for a refugee determination process which both protects and promotes the rights of asylum seekers in the context of Australia's international obligations.

### **Do you offer (paid or unpaid) job opportunities?**

RACS has volunteer opportunities for students to work as daytime volunteers, for solicitors, and registered migration agents to assist with our evening advice service, and also employs solicitors on a permanent full-time basis.

### **Is there a formal application process?**

All full-time paid positions at RACS are advertised on our website [www.racs.org.au](http://www.racs.org.au) and on job advertisement sites.

For volunteer work, applicants should submit their CV to [admin@racs.org.au](mailto:admin@racs.org.au) and check the website for up-to-date information about volunteer recruitment.

### **What do you look for in an applicant?**

Student volunteers must be in their final year of law study, and be able to work one day/week for a minimum period of six months.

Evening advice volunteers must be registered solicitors and immigration agents.

### **When are applications taken, and what are the stages involved in the application process?**

Applications for voluntary positions are taken on a rolling basis.

Paid employment opportunities are advertised as positions arise.

### **What would work at your organisation typically involve?**

RACS primarily involves an advice and casework service. This involves giving advice to prospect protection visa applicants in the community and in detention centres, and assisting clients to prepare their protection visa applications.

RACS represents clients at the primary stage of application, including at interviews with the Department of Immigration, as well as the review stage, appearing before various appeal bodies such as the RRT, and sometimes at the courts at the judicial review stage.

RACS caseworkers are also involved in policy submissions to government and advocacy initiatives of the community legal centres and non-government organisations working in the refugee sector.

## REFUGEE ADVICE & CASEWORK SERVICE (RACS)

### **What are the benefits of taking a position at your organisation?**

RACS provides the opportunity to work in a dynamic, challenging, and rewarding field of legal practice. Our clients are among the most needy individuals in Australia for whom legal representation is critically important.

RACS caseworkers have close client contact and regularly appear before tribunals. The refugee field has significant international, political, human rights, and social justice intersections, which makes for stimulating, ever-changing, and valuable work.



# REFUGEE COUNCIL OF AUSTRALIA

## Key information

Address:  
Refugee Council of Australia  
Suite 4A6  
410 Elizabeth Street  
Surry Hills NSW 2010

Tel: 02 9211 9333  
Fax: 02 9211 9288

<http://www.refugeecouncil.org.au/>

## What is the focus of your organisation?

The Refugee Council of Australia (RCOA) is the national umbrella body for refugees and the organisations and individuals who support them. RCOA promotes the adoption of flexible, humane and practical policies towards refugees and asylum seekers both within Australia and internationally through conducting research, advocacy, policy analysis and community education.

## Do you offer (paid or unpaid) job opportunities?

We offer unpaid internships and work experience to tertiary students and welcome volunteer support from members of the public who wish to assist us in our work.

As we have a very small staff (two full time and three part time positions in Sydney, one full time and one part time position in Melbourne), paid opportunities do not arise regularly.

### **What would work at your organisation typically involve?**

Unpaid positions are periodically available at RCOA in the areas of research, policy analysis, media and public relations, event coordination, fundraising and administration. Opportunities are primarily available at our Sydney office (located in Surry Hills) and occasionally in our Melbourne office (located in the Melbourne CBD).

### **What particular attributes do you think define your employees?**

Our staff members have varied skills, but all share a strong commitment to our organisation's aim of promoting the adoption of flexible, humane and practical policies towards refugees and asylum seekers.

### **Is there a formal application process?**

Potential volunteers and interns are asked to submit a CV, writing sample and a brief cover letter outlining why they are interested in the role and the skills they have to offer.

### **What do you look for in an applicant?**

This varies according to the position being filled. However, we generally look for applicants with strong research, analytical and communication skills, experience in undertaking qualitative research and an interest in refugee issues. Applicants with relevant tertiary qualifications and some experience working in the sector (including volunteering experience) are favoured.

### **When are applications taken, and what are the stages involved in the application process?**

We accept volunteers at any time during the year, provided that positions are available. Interns are recruited in accordance with the procedure of the university involved (usually this process begins a few months before the start of semester). Potential volunteers and interns are asked to submit an application (see further details above) and a candidate is selected based on the strength of their application. The successful candidate will undergo an initial interview with a staff member. However, this interview is designed more as an introduction to the workplace and a discussion about the tasks to be completed than as an assessment of the candidate's skills - most selected candidates begin their tasks straight away after the interview.

### **How many people do you accept to each position annually?**

As noted above, paid opportunities do not arise regularly. The number of unpaid positions varies according to the projects we are working on at the time. We usually have around 6-8 interns and volunteers working with us during the uni semester. Additional assistance may be sought during particularly busy times or for large projects. Conversely, during comparatively quiet periods, there are fewer opportunities available.

### **What are the benefits of taking a position at your organisation?**

Those who work with us can expect to learn about Australia's refugee and asylum policy, develop and refine their research, analytical and communication skills and gain an insight into the workings of a non-government, not-for-profit organisation.

# TEACH FOR AUSTRALIA

## Key information

Address:  
Teach for Australia  
Level 1, 103 Flinders Lane  
Melbourne VIC 3000

[www.teachforaustralia.org](http://www.teachforaustralia.org)

Online Brochure:  
<http://ambitionmeetconscience.com/>

Tel: (03) 8640 4500  
Recruitment Line: 1300 832 832  
Fax: (03) 8640 4599

## What is the focus of your organisation?

Teach For Australia is an innovative organisation which engages our nation's best graduates in addressing one of Australia's most pressing social issues - educational disadvantage. We aim to achieve educational equity in Australia by recruiting and training outstanding graduates from all degree disciplines who have the academic performance, energy and passion to succeed in teaching in disadvantaged schools for two years.

## Do you offer (paid or unpaid) job opportunities?

This is a fully paid graduate job, with your salary ranging from \$45-55,000. It will be full time - and challenging. You will be managing your own classroom from day one.

We recruit the top graduates from all disciplines in building a movement of the best and brightest to tackle the educational inequities that exist in Australia.

### **What would work at your organisation typically involve?**

Our fully-paid, two-year program develops you as a leader and focuses on achieving success – both for yourself and for Australian students in need. You will be joining a talented group of like-minded individuals committed to addressing educational disadvantage through their teaching and leadership. Over the two-year program our Associates are unified in focus: addressing education inequality, class-by-class, student-by-student.

In the classroom, you will lead your students to succeed while developing your own skills in problem-solving, communication, people management and strategic planning - skills for a lifetime, whatever career you pursue.

You will be teaching in a subject directly related to your University degree, and inspiring young minds to not only engage with what you're teaching, but engage with the idea of learning and creating life opportunities.

Beyond the program, our Alumni go on to have significant impact across a broad range of sectors; whether it's by continuing as a classroom teacher, taking leadership roles in schools or businesses, moving into academia and contributing to pioneering research, or shaping policy in government and think-tanks.

The challenge is huge but the impact, on both graduates and the students whose lives they touch, are very real.

### **What particular attributes do you think define your employees?**

Teach For Australia seeks outstanding graduates with a will to succeed and desire to make a difference by confronting educational disadvantage in Australia.

Although from a wide spectrum of experiences and

backgrounds, there is one common belief that binds us – that it is wrong that students from Australia's lowest socioeconomic quartile are 2.5 years behind the average student, and the ENTER gap between the most and least advantaged students is 20 points.

Particularly, our law graduates are acutely cognisant of social injustices and are looking for a tangible and powerful way to apply their skills and experiences in a meaningful way.

### **Is there a formal application process?**

Applications may be commenced online via our website, at [www.teachforaustralia.org](http://www.teachforaustralia.org). This online stage requires you to input personal and academic information, along with answers to several questions regarding your motivations and experience. Applications for our 2012-13 program will close on Sunday 28 August, 2011.

If you have any questions or concerns regarding this online step, please email the recruitment team at [apply@teachforaustralia.org](mailto:apply@teachforaustralia.org), or call the recruitment line on 1300 832 832.

### **What do you look for in an applicant?**

In particular, we seek individuals who possess a proven track record of achievement, commitment to impact, communication and influencing ability, problem solving, organisational skills, resilience, humility and learning.

We recognise that these skills and attributes can be developed through a range of experiences, so there is no one profile of an ideal applicant. If you are interested in our program and answered yes to several of the above, we encourage you to apply.

Further, we are extremely interested in law graduates – currently, a quarter of our graduates come from legal

## TEACH FOR AUSTRALIA

backgrounds and have had experience at in a range of volunteer, academic, government and corporate positions such as at the Asylum Seekers Resource Centre, Legal Aid, Equal Opportunity & Human Rights Commission, Amnesty International, Phillips Fox, Hunt & Hunt, Herbert Geer, Middletons, Commonwealth Bank, Macquarie, in Senators and MP's offices and as law tutors.

### **When are applications taken, and what are the stages involved in the application process?**

Teach For Australia maintains a very high bar for selection. We are looking for graduates who have the skills, abilities and values required to inspire, lead and develop young people.

Applicants who successfully complete our online application form may be invited to a short telephone interview, before attending one of our selection days. The selection day is designed to give you the opportunity to demonstrate your abilities through a range of activities, including interviews, group exercises and a short presentation.

Should you be successful in this final round of assessment, you will be offered a place on the program and invited to attend the Teach For Australia Initial Intensive prior to beginning your teaching experience.

Applications for placements in 2012 close on Sunday 28th August 2011 – please visit <http://www.teachforaustralia.org/apply/key-dates-and-events> for more details.

### **How many people do you accept to each position annually?**

We are in the fortunate position of being able to offer places to as many applicants that meet our high quality selection bar. However, it is advantageous to apply

early, so make sure you head to [www.teachforaustralia.org/apply](http://www.teachforaustralia.org/apply) to apply now!

### **What are the benefits of taking a position at your organisation?**

By joining Teach For Australia, you will assume a leadership role and apply your skills in the classroom to achieve the outcomes all students deserve.

Being a Teach For Australia Associate can also open many doors for graduates. With strong links to our corporate and public-sector partners, Associates have the opportunity to be mentored by public and private sector leaders and will have access to exclusive job opportunities, within and outside of the education sector.

As part of the Teach For Australia program, you will earn a Post-Graduate Diploma in Teaching through The University of Melbourne's Graduate School of Education. This degree is a fully recognised teaching qualification and the cost is fully funded through the program.

### **Corporate partner perspective**

"One of the top leadership development experiences available to top graduates. The contribution they make to education in Australia and the skills they will learn in the process will be invaluable."

Guy Templeton, Former CEO, Minter Ellison

"Teach For Australia challenges the status quo - it says that young people can lead in the most difficult of circumstances. I believe Australia's most outstanding graduates - driven, passionate and extremely capable - want to answer that call."

John Denton, CEO, Corrs Chambers Westgarth



# EMPLOYEE PERSPECTIVE

"I believe that every child has the ability to learn and that education opens a world of opportunities. I hope that my time in the classroom will allow me to channel my knowledge, skills and passion towards the goal of engaging, inspiring and empowering my students.

My experience at Teach For Australia so far is unlike any that I've ever had. Every day, I question my beliefs and assumptions, reflect on my personal experiences, draw on my technical knowledge, and think about my goals and responsibility to each one of my students. I already treasure all the new friendships formed with my cohort and I know that once I hit the classroom, their support will be of real and ongoing assistance.

I have a very clear vision of where I want to take my students. I do not know if my strategies will work each time, but what I do know is that I am committed to re-evaluating, modifying and changing them until I achieve my goal. I am inspired to become the best teacher I can be."

Szuen Lim

*Bachelor of Commerce, Bachelor of Laws (Honours), The University of Melbourne*

Previously a Business Analyst for Macquarie Capital and volunteer at the Asylum Seekers Resource Centre

"The desire to develop my leadership and communication skills, and more generally engage in/instigate grass-root change were the central underpinning reasons for my desire to participate in the Teach for Australia program.

As a person who relishes a challenge and aspires for excellence, the opportunity and responsibility to teach disadvantaged/disenfranchised youth core development skills was appealing.

By participating in the Teach for Australia program I hope to change the lives of Australian youth, one person at a time. Whether that be through practical education, inspiration or generally as a role model, all it takes is a small positive influence to dramatically change the course of young people's lives."

Hugh Bachmann

*Bachelor of Economics & Social Sciences, The University of Sydney*

# UN ASSOCIATION OF AUSTRALIA

## Key information

Postal address:  
UNAA (NSW)  
PO Box K229,  
Haymarket, NSW 1240

Tel: (02) 9212 0998

[www.unaa.org.au](http://www.unaa.org.au)

## What is the focus of your organisation?

The United Nations Association of Australia is part of the World Federation of United Nations, founded in 1946 by Eleanor Roosevelt as the only international organisation devoted entirely to the support of the purposes of the United Nations Charter. United Nations Associations are located in many countries around the world.

United Nations Associations are non-government organisations, acting as a people's movement for the United Nations.

The United Nations Association of Australia acts in a public relations capacity for the United Nations, supplying speakers about the United Nations to organisations, appearing on television, running seminars and conferences, publishing material and generally doing whatever can be done to encourage among Australians greater understanding and support of the United Nations' role in the world. Members can participate in these.

## **Do you offer (paid or unpaid) job opportunities?**

There are various ways to approach working for the United Nations:

### Volunteering

- Volunteer work is demand-driven and depends on the circumstances in other countries. It often operates in countries such as Africa, China, Middle East, Pacific Islands, Papua New Guinea, South-East Asia, Tibet.
- Lawyers of all age groups are welcome – from the top of the legal profession to younger lawyers.
- UN volunteers are paid a small stipend and are engaged for up to two years, and also the airfare at the start and end of the placement is provided.
- Examples would be Assistant to the Attorney-General in Samoa or collecting and processing material for prosecutions in Africa.
- Every quarter there is a competitive recruitment drive.
- There are information sessions in all capital cities in Australia and major regional centres, with returned volunteers speaking.
- The website needs to be consulted for positions currently available, as the scene is always changing.
- The website is [www.australianvolunteers.com](http://www.australianvolunteers.com) and specify "United Nations".

### Internships

- United Nations Internships usually occur at major offices of the United Nations, e.g. New York, Paris, Geneva.
- Interns are not remunerated and are not consid-

ered staff members of the United Nations.

- Travel costs and living expenses must be borne by the interns themselves.
- There is no expectancy of employment at the end of the internship.
- Interns are expected to work full-time.
- Interns generally find it a rich and fulfilling experience, as they participate in the daily running of the United Nations.
- The internship is competitive.
- Closing dates for applications can be 30th April for a May/June selection and 31st October for a November/December selection.
- To make further enquiries log onto the United Nations Internships website. There are listed about twenty UN offices that want interns. You are asked to choose the office(s) in which you are interested and contact them directly.

### Professional

- The United Nations usually requires employees to be fluent in two of the United Nations' official languages, e.g. English and French.
- The standard is high.
- The United Nations places no restrictions on the eligibility of men and women of all nationalities to apply.
- The range of positions is enormous and changing all the time.
- The UN is looking for competent and motivated persons with a strong belief in the UN's purposes and who are willing to dedicate themselves to a rewarding international career in different locations around the world.

# WOMEN'S LEGAL SERVICE NSW

## Key information

Postal Address:  
Women's Legal Service  
PO Box 206  
Lidcombe NSW 1825

Tel: (02) 8745 6900  
Fax: (02) 9749 4433

[www.womenslegalnsw.asn.au](http://www.womenslegalnsw.asn.au)

## What is the focus of your organisation?

Women's Legal Services NSW is a community legal centre. The service exists to provide a voice for women in NSW and to promote access to justice, through the provision of legal services, law reform and community legal education, particularly for women who are disadvantaged by their social and economic circumstances.

## Do you offer (paid or unpaid) job opportunities?

Women's Legal Services NSW offers paid job opportunities. We have solicitor, law reform solicitor, community legal education solicitor, community access worker, and program officer positions. There are a variety of full time and part time positions and permanent and contract positions offered at Women's Legal Services NSW. Vacancies arise from time to time and are advertised.

We welcome applications from interested students for volunteer or PLT placements. However, we have a limited capacity in how many of these positions we can take at any given time. Graduates can apply for a solicitor position with other solicitors. We do not have a specific graduate program.

### **What would work at your organisation typically involve?**

The service provides a range of free and confidential legal services including:

- Legal advice by telephone and at outreach clinics in western Sydney;
- Casework, including duty work at court for Apprehended Domestic Violence Orders;
- Education and training;
- Policy development and law reform.

### **What particular attributes do you think define your employees?**

Passionate about social justice and making a difference to women's lives.

### **Is there a formal application process? If so, what is the method of application for part-time, intern, graduate and/or other opportunities?**

There is a formal application process. Jobs are advertised and applications accepted. Applications have to address selection criteria and a merits selection process is undertaken.

### **What do you look for in an applicant?**

Selection criteria for positions may include the following:

1. Demonstrated understanding of and commitment to social justice issues for women, particularly Aboriginal and Torres Strait Islander women, and those experiencing economic, social and cultural disadvantage and lack of access to legal services.

2. Understanding of cross cultural issues for women, particularly Aboriginal and Torres Strait Islander women, experiencing domestic violence, sexual assault or family breakdown.
3. Demonstrated ability to provide sound legal advice in areas of law relevant to the work of Women's Legal Services NSW, including domestic violence, sexual assault, family law and discrimination.
4. Ability to design and implement community legal education and engage in law reform and policy development.
5. Demonstrated high level oral and written communication skills.
6. Demonstrated ability to work in an electronic environment including the use of word processing, email and web browsing tools and the capacity to acquire a working knowledge of the WLS client database system.

### **When are applications taken, and what are the stages involved in the application process?**

We advertise when vacancies arise.

### **How many people do you accept to each position annually?**

We do not have set recruitment targets and recruit when a vacancy arises.

## WOMEN'S LEGAL SERVICE NSW

### **What are the benefits of taking a position at your organisation?**

The benefits are that you can work in an area of law that makes a difference to people's lives. You are directly involved in transforming people's lives through the provision of legal advice which empowers them to make real choices in their lives. One of the main benefits is the diversity of work a solicitor is involved in at Women's Legal Services NSW. A solicitor can go to court, be involved in law reform consultations and submissions and go out in the community and educate other professionals, community workers and the public about the law. The workplace is friendly and relaxed and people enjoy coming to work. There are no billable hours, the solicitor has a salary and works standard hours every week, and there are flexible working conditions.



# EMPLOYEE PERSPECTIVE

"I have been working as a Solicitor in the Domestic Violence Advocacy Service for the past 3 years and enjoy immensely working at Women's Legal Services NSW. I can honestly say I love my job. I enjoy coming to work. I believe in the importance of legal advice as a tool to empower women to understand legal issues that may affect their lives. I enjoy going to court and getting into the nuts and bolts of the issue, making a real difference to outcomes on the ground. I do duty solicitor work, which is challenging and rewarding when you can get a good outcome based on your negotiation skills and advocacy skills. I thoroughly enjoy the community legal education aspect of my job, going out into the community and presenting workshops, seminars and presentations to women in the public, legal practitioners and community workers. I have presented CLE to varied groups ranging from women with intellectual disabilities, LawAccess customer service officers and solicitors, Police, Social Workers and court assistance staff. It gives me great pleasure to work with community stakeholders to impart knowledge with them that can potentially reach many women in the community.

My colleagues are all inspirational women, who are intelligent, dedicated warm and sociable people. I feel like I am contributing to society and helping people on an individual level. It is a very satisfying job. The pay is obviously not comparable to a private law firm, so if that is a priority for you then you may need to reconsider a position at a community legal centre."





# CAREERS IN SOCIAL JUSTICE

*There is no ideal method for pursuing a career in social justice. For some, they start straight out from university. Others come to it later. Increasingly there is less division between corporate and social justice law, with law firms in Australia expanding existing pro bono practices.*

# IRENE BAGHOOMIANS

Human Rights Academic, University of Sydney

## Where did you attend university?

I did my undergraduate degrees (Bachelor of Science (Honours) and Laws) at the University of Sydney and then completed an LLM degree at the Columbia University Law School.

## During your time at university, how did you become involved in social justice programs?

I was fairly self-motivated so I tried to do as much as I could. I was a member of the Amnesty International Chapter of the law school and Fems Rea (the feminist group at the law school). I participated in fundraising activities through both of these groups as well as what I did independently and through SULS. A really important part of my activities was volunteering at a number of community legal centres: Redfern Legal Centre, Refugee Advice and Casework Service and Public Interest Advocacy Centre.

## Where did you start your career and what was your initial focus?

My first law related job was at the Australian Law Reform Commission to work as a research assistant on the Aged Care Reference. I was always really interested in how legal policy is formulated and how different stake holders participate in the process so this was a formative experience even if I ended up having to pay upfront years later for the College of Law as opposed

to doing it through HECS!

## Were you ever tempted by the corporate world?

Not really. I knew very early on that I was much more interested in the non-profit world. However, I did do a clerkship at a Law firm before I made up my mind.

## How and why did you move to New York to pursue social justice?

I was always interested in PG study but for a number of reasons did not do it immediately after I finished law school. I worked for a number of years and after awhile felt that I would benefit from a scholarly study of international human rights law. I had a close friend who was at Columbia Law School at the same time and she encouraged me to apply. I was fortunate that the Columbia Law School granted me two scholarships: One to study and another at the end of my studies to fund my fellowship at a human rights organisation in NYC. What particularly attracted me to Columbia and NYC was the opportunity to interact with human rights scholars, lawyers and activists. I did achieve that during my time there and I gained enormously both in wisdom and knowledge. And of course the chance to live in the NYC and subsequently work for the Center (the American spelling!) for Constitutional Rights which left an indelible impression on me.

### **What notable memories have you taken from your career?**

My notable memories are about how much I didn't know and how having good research skills is amongst the most important skills that law school could bestow upon you as a graduate! I also remember learning a lot about procedure at the Redfern Legal Centre given that we were not taught procedure at the law school at that time. Some of my most powerful memories are also from my volunteer times. I particularly remember occasions where I felt humbled by the inadequacy of law to solve problems for clients. I also have wonderful memories of working with a committed, at times irascible and impatient but always brilliant lawyer at a community legal centre who used to fly off the handle in a very comical way but never at clients!

### **Do you now consider your role as more academic, or do you still take a direct role in fighting for social justice?**

I see my role in academia as multifaceted. In the US, a lot of human rights lawyers also teach and human rights academics work on cases and are involved in policy advocacy and litigation so that is ultimate goal: to create a space for all of these as I think they are all crucial.

### **Do you see a law degree as valuable in pursuing social justice goals and if so, why?**

I think it certainly could be very useful because it equips one with relevant knowledge and the skills to find information as necessary. More importantly, and not trying to valorise lawyers too much, lawyers can be a potent force for challenging injustice whenever we find them!

### **What are your top three tips for students wishing to pursue a career in social justice?**

1. Be proactive;
2. Develop a thick skin so that you don't burn out quickly;
3. And try to keep faith and maintain humour even against the odds.

# EMILY CHRISTIE

**DLA Piper, Pro Bono Team, Graduate Lawyer**

I started working full time at DLA Piper in the Pro Bono team five months ago. Fresh out of uni, an embryonic lawyer-to-be, I was expecting my first few months to include hours of discovery, due diligence and maybe some research and drafting if I was lucky. Hardly. Since starting work here I've appeared in the Federal Court, Supreme Court, attended mediations and have a case in front of the ADT. I'm drafting individual communications to the UN and papers for Sexual and Reproductive Health Projects in Nigeria. I'm assisting with reports to the Timor Leste Government and the creation of NGO Human Rights Shadow Reports for presentation to UN Human Rights Treaty bodies.

It's been challenging, exhilarating and at times just slightly scary.

One of the major advantages of working in Pro Bono is the variety of the work I'm doing. Since starting here I've been dredging up my knowledge from every law subject I studied at university, from contracts to IP, constitutional law to international human rights. Our clients range from Governments, to international NGOs and development organisation to prisoners just released from the local gaol facing credit and debt issues and victims of violent crimes applying to the VCT. My work is a mixture of litigation, transactional work and general research and report writing.

The phenomenon of having a lawyer working full time on pro bono matters is fairly new and the nature of pro bono in commercial law firms has been changing rapidly in the last few years. Many firms now have full time pro bono lawyers and some will have a pro

bono Partner. DLA Piper Australia has had a full time Pro Bono Partner, Nicolas Patrick, and a full time solicitor or graduate for the past three years. We also have three solicitors on long-term pro bono secondments. In addition, each solicitor does an average of 53 hours pro bono work per year.

With law firms becoming more international, the types of pro bono work coming through the door is changing and firms are increasingly providing pro bono legal services outside their jurisdiction to developing and post-conflict countries. As an example, my law firm has created an organisation called New Perimeter to provide pro bono legal services to countries where we don't have an office (thus the work in Nigeria and Timor Leste I mentioned above).

## **How on earth did I end up here?**

"One thing life has taught me: if you are interested, you never have to look for new interests. They come to you. When you are genuinely interested in one thing, it will always lead to something else." - Eleanor Roosevelt.

Funnily enough, I was actually looking for a completely different quote when I came across that one. The truth is, I have no idea. Apart from a very vague idea that I wanted to work in social justice and human rights, I never had a plan as to where I would end up, in fact I don't think there is a 'right path' to where I now am nor to where I'll be in the future (wherever that may be).

Like many fellow students I studied law so I could help people and at the same time undertake work that was interesting, challenging and had a chance of changing lives. I came to law as a graduate student and before studying law I had done a internship at Amnesty International in the USA while an undergraduate and then a Masters of International Public Health. Realising what interested me was human rights, policy and law I promptly enrolled in Law.

While studying law I took advantage of some of the opportunities that were around. I volunteered at Redfern Legal Centre in March 2009. It's now July 2011 and I'm still there every fortnight. I learnt a lot working at Redfern, not least how to actually talk to a client! I also volunteered at the Public Interest Advocacy Centre through a placement with Aurora Native Title Internship Programme. Towards the end of my degree I did an internship with the Sydney Centre for International Law where I had the opportunity to undertake international public interest work. Last, but absolutely not least I was lucky enough to still be at university when the Himalayan Field School Human Rights and Development course was launched. Those two weeks in Nepal go down as two of the best weeks I've spent at university.

In between all this I started working for DLA Piper as a summer clerk in 2009-2010. I applied for the clerkship on the strength of the firm's pro bono practice and their health practice as I was interested in both. The mentoring I received in the Corporate practice was fantastic and I use the skills I learnt there daily. It was in my pro bono rotation, however, that I was able

to work on human rights research, social justice and public interest litigation.

Even if I hadn't ended up in the Pro Bono practice, I still would have had the opportunity to undertake some of the work I'm doing now. Pro Bono work is shared across the firm, all solicitors have a chance to take on work, and this is the case in many major commercial law firms. It can give you the opportunity to take on cases you perhaps wouldn't otherwise do, in a number of different areas of law. It's nice to know that no matter which path you end up going down, pro bono work will always be available somehow.

# MICHELLE HANNON

**Gilbert+Tobin, Pro Bono, Partner**

There is a misconception amongst students that if you are interested in social justice, you have to be involved while you are at university, and then pursue a career in social justice directly after university. The reality is that there is an increasing crossover between the corporate world and social justice. The career of Michelle Hannon, Pro Bono Partner at Gilbert + Tobin, dispels this myth. A Sydney University Arts / Law graduate, she was not involved in social justice whilst at university and worked for a major commercial law firm before changing her focus.

## **Where did you start your career and what was your initial focus?**

I was a paralegal at small law firms during my university degree but began my career as a summer clerk and paralegal at Freehill Hollingdale & Page. I continued to work there for a number of years after graduating however my focus was always on social justice work and I undertook a lot of discrimination and pro bono work while at Freehills. From there I moved to the Disability Discrimination Legal Centre and then on to the position of pro bono solicitor at Gilbert + Tobin.

## **What notable memories do you have regarding the early stages of your career?**

I recall having lots of fun during my summer clerkship days but also a strong sense of social justice. While at Freehills I was able to undertake a secondment to Kingsford Legal Centre and my time there convinced

me to make a move from a corporate career to a social justice career.

## **What made you want to pursue pro bono work?**

I undertook law because I wanted to “change the world” so I always had a strong desire to do social justice work. When I had spent three years at the Disability Discrimination Legal Centre I became aware of the opportunity to undertake a broader range of social justice work by doing pro bono work on a full time basis at Gilbert + Tobin. I was really excited by this opportunity.

## **How would you describe the transition from corporate work to pro bono work?**

The transition from corporate to pro bono work was not too stark for me. As mentioned I had undertaken a secondment to Kingsford Legal Centre during my time at Freehills and undertook a number of pro bono matters while at Freehills. I was also volunteering at Kingsford Legal Centre advice nights while at Freehills. Certainly there was a difference in the terms of resources that one had access to in the community legal sector compared to the corporate sector but the breadth of one’s responsibilities and autonomy also grew.

## **What are your top three tips for students wishing to pursue a career in social justice?**

My top three tips for students wishing to pursue a career in social justice are to:

- Not let go of that dream and if the perfect job is not available try to gain experience in a volunteer capacity in an area that you are interested in.
- General legal skills that you require in other legal or policy jobs are invaluable and can be transferred to your career in social justice
- Not every case may change the world but even small changes that you can achieve for your client can be significant to them.

# VAVAA MAWULI

Public Interest Advocacy Centre, Senior Solicitor

## **What does your work entail?**

I am currently a Senior Solicitor at the Public Interest Advocacy Centre practising in the strategic litigation team. In my work, I use legal strategies to achieve public interest outcomes for disadvantaged groups and communities. I do see myself as working in the social justice area in the long term.

## **What do you consider most valuable about your job?**

Representing people who would not otherwise have had an opportunity to access legal representation and achieving outcomes which made a difference in their lives.

## **During your time at university, how did you become involved in social justice programs?**

I did not become involved in social justice work/programs until after University. While I was in University, there was very little information provided about the community sector and how to become involved in social justice work. It was when I was at the College of Law that I learned about community legal centres and legal aid organisations. I was immediately attracted to this kind of work. After completing College of Law, I began volunteering at the Aboriginal Legal Service in Redfern, an organisation that delivers legal aid services to Aboriginal people.

## **Where did you start your career and what was your initial focus?**

My first job as a lawyer was at the Aboriginal Legal Service as a child care and protection lawyer. My job was to provide legal advice and representation to Aboriginal families whose children were in the care of the Department of Community Services. I then worked as a criminal defence lawyer in Aboriginal Legal Services in NSW and the Northern Territory. My role was to ensure that Aboriginal people had access to justice and legal representation when they became involved in the criminal justice system.

## **Were you ever tempted by the corporate world?**

I worked as a paralegal for a small commercial law firm while completing college of law so I have had some experience in corporate practice. Although I am not tempted to return to corporate practice, I think it was an important and useful experience as it provided me with good training and a solid understanding of what it is like to practice in the corporate sector. Most importantly, it helped to shape my career because I learned very early, that I wanted my career in law to be focused around social justice work.



### **Do you see a law degree as valuable in pursuing social justice goals and if so, why?**

A law degree is valuable in pursuing social justice goals because it gives us the opportunity to challenge and test laws, practices and policies that adversely impact on disadvantaged groups in the community. It allows us to seek redress on behalf of those who have been wronged and advocate for changes to the law where it operates unfairly and in a discriminatory way.

### **What are your top three tips for students wishing to pursue a career in social justice?**

1. Volunteer at community legal centres while completing your law degree.
2. Establish and maintain contact with lawyers in community legal centres and other social justice lawyers so that when you graduate from law school, you will have a good source of advice for information about how to get your career in social justice started.
3. Take social justice courses at University where possible.

# HANNAH QUADRIO

**Gilbert+Tobin, Pro Bono Team, Graduate Lawyer**

I was motivated to study law believing that law could be used as a tool for social justice. At different stages in my law degree, this seemed less likely! But from where I now sit at Gilbert + Tobin, it resonates true.

During my university years I benefited from legal experience in a range of settings. The Social Justice Clinical Course and the Development and Human Rights course run in Nepal helped me to develop a conceptual understanding of “social justice lawyering”, and I recommend them highly. I also spent time volunteering at Redfern Legal Centre, and working as a paralegal on the Amcor/Visy public interest class action run by Maurice Blackburn. For a period, I worked as an advisor to the Hon Jason Clare MP, now a Federal Minister in the Gillard Government. The experience of working in politics gave me an appreciation for how the other side of law works - the making and shaping side – and furthered my interest in public policy, particularly refugee policy.

When clerkship time rolled around, I was initially unsure about whether to apply for commercial law firms. The strength of Gilbert + Tobin’s pro bono practice was a major factor motivating me to take up a clerkship position, and now a graduate position, at the firm. I found it striking how “justice-focused” Gilbert + Tobin’s pro bono practice was. Some firms lump Pro Bono in the same basket as charity, but at Gilbert + Tobin, the focus is really on plugging the gaps in the legal system and addressing systemic inequalities.

I started as a graduate at Gilbert + Tobin at the beginning of 2011, and am currently completing a 9 month rotation in the Pro Bono team.

As a member of the Pro Bono team, I assist individuals and organisations who cannot otherwise afford legal


assistance. The Pro Bono team is not restricted to any particular area of law, but covers areas including human rights, administrative law, discrimination, native title, victims’ compensation, tenancy, guardianship, refugee claims, and Aboriginal Stolen Wage matters. I have a particular focus on providing support through the Homeless Persons’ Legal Service, and in my first few months at the firm I have worked on a number of refugee matters.

I see working in the Pro Bono team at Gilbert + Tobin as the best of both worlds. We operate in a similar way to a community legal centre, but with the backing and resources of a commercial firm. There’s great variety of work, and lots of face to face interaction with clients, which I really appreciate. In many cases, the interpersonal side of our work is just as important as the legal advice we give.

Many of Gilbert + Tobin’s Pro Bono cases are litigious, and this has given me lots of exposure to court processes. Some of my most helpful learning experiences to date include briefing a barrister for a refugee matter and representing clients in the Consumer, Tenancy and Trader Tribunal (CTTT) and in the Local Court.

In my final year of university, I toyed with the possibility that I might not practice law, but instead work in the public policy space. What I’m finding now, is that I’m actually getting fantastic exposure to public policy issues through my legal work. Working in Pro Bono gives me a chance to develop my legal skills, and also develop an appreciation of where law and public policy are failing the needy. I think this kind of broad-based learning is really important; I can observe without the pressure of needing to have all the answers.

# STUDENT EXPERIENCES

A photograph showing three people in an office environment. On the left, a woman with long brown hair, wearing a white shirt and a dark vest, is smiling and looking towards the center. In the middle, a man with a grey beard and glasses, wearing a light blue shirt, is looking down at a laptop screen. On the right, a woman with short brown hair and glasses, wearing a patterned top, is also looking at the laptop screen. The background shows office shelves and a window. A white text box is overlaid on the bottom half of the image.

*Getting involved while at university is a great way to gain experience in social justice in order to evaluate whether it is an area in which you wish to pursue a career.*

# ELLA ALEXANDER

Linkz, Volunteer

Like many Australians, I finished high school knowing very little about the situation of Indigenous Australians. This fact became embarrassingly clear to me after hearing about some of the experiences of a Sydney Law School lecturer who had worked as a solicitor in the Northern Territory. I decided to set out on a quest to educate myself about a history and a people that are easily and often ignored in our society. The more I read, the more confused I became about how the issues facing Indigenous communities could best be addressed. When I heard about an organisation that enabled students to live in a remote Indigenous Community, I sent off an application in the hope that I would finally be able to answer some questions.

Over the Winter break this year I spent a month in Nganmarriyanga (Palumpa) in the Northern Territory, a small remote Indigenous community south of Darwin. I took part in a program facilitated by a youth-led organisation called 'Linkz'. The organisation was established by an Arts/Law student from Wollongong who identified a service gap in Indigenous communities during the school holidays. In the 4 week June 'bush holiday' and 8 week holiday over December/January, many staff leave the community and the children and young people have little to do. The spike in youth suicide rates and petty crime during these periods have been attributed to this boredom. Linkz volunteers run a sport and recreation program for children and young people over the holiday break to address this issue and to provide an opportunity for students to positively engage with Indigenous Australians in remote communities.

Palumpa is only accessible by plane for most of the year, so my team of three was flown into nearby Wadeye (Port Keats) where we were to wait for a few days before a vehicle became available for the hour-long drive to Palumpa. As we were coming in to land, we noticed that well over 100 people were gathered at the gates to the airstrip, with a number of children and young men climbing the fence: the man sitting behind me was coming home from an extended period in jail and his community had come to meet him. As soon as the plane came to a stop, the gates broke open and the people ran towards us through the red dust and gathered around the man as he disembarked, wailing and crying and holding onto him and each other. Small fires burned everywhere we looked, but we appeared to be the only people concerned. This was our introduction to another world.

During my time in Wadeye and Palumpa, my team ran sports activities every morning, art and craft every afternoon and several disco/movie nights. We also helped to run a softball competition between several communities, and were lucky enough to go camping at a sacred site with some Wadeye rangers, elders from the community and a group of children, some of whom were the traditional owners of the land. On this particular trip we were taken out to look for bush tucker, heard dreamtime stories about the area and stories about growing up in a mission, and danced for hours around campfires with the older girls (no, not that kind of dancing - Rihanna and Beyonce were the girls' favourites!). I'll never forget falling asleep under the stars to the sound of the ocean lapping a few me-

tres away and the murmurings of the elders next to the campfire.

Above all, the program allows volunteers to gain an insight into the way of life in an Indigenous community and to understand Indigenous perspectives on some of the issues facing Indigenous communities. It was an incredible privilege to have been accepted into the community and to have been able to develop relationships with some of the older girls and women. In this way, the program differs significantly from a legal internship at an indigenous organisation as you spend an extended period of time in a community and are not required to maintain a professional distance. The advantage of this is that you can see on a personal level the impact of government policy (e.g. the Intervention) and of the imposition of Western institutions such as the criminal justice system (e.g. the return of the community member from jail). While we were in community, we attended the government's formal 'community consultation' about the NTER (Intervention) and came to realise that no blanket solution would be effective in communities with such different needs; an invaluable lesson should I work in policy. There was also a mining negotiation between some locals who were the traditional owners of a piece of land and a mining company who had interests in the land. After speaking to both the locals and some people from the Northern Land Council at a later date, it was fascinating to compare and contrast the different perspectives of and understandings about the negotiation.

Although I have far more questions than answers after my experience, my eyes have been opened to a very different world view. I went into community wanting to 'help out' in a situation of disadvantage. Yes, there are issues of inequity that need to be addressed, but this approach now seems so misplaced and such an affront to the dignity of the people who had so much to teach me about the deficiencies of my own society. This is perhaps the most pertinent lesson that I will take with me should I work in social justice.

Interested students should visit the website <http://www.linkz.net.au/> - and subscribe to the mailing list. An application form will be sent out during the next recruitment round. If you are accepted, it will be a month-long placement in a remote Indigenous Community running a sports and recreation programme for kids and teenagers. A typical day involves a morning sports activity, afternoon craft activity and a movie or disco night.

# CHRISTIAN BOURKE

Office for the Director of Public Prosecutions, Intern

Despite applying to work for a crown prosecutor with the ODPP during the first half of 2010, there was a delay which meant my placement was delayed until semester two. I was based in a specialist unit which prosecutes police officers and public officials and matters referred by police and by the Police Integrity Commission and the Independent Commission Against Corruption. This group also dealt with high-profile cases such as the prosecutions of footballers and murders. The experience depending on which unit or barrister you are assigned.

I found the culture of the ODPP professional and collegiate. I had direct contact with lawyers and clerks, both of whom I found friendly and willing to answer questions about their work and the ODPP. My impression of this career path was that although lawyers at the ODPP are less generously remunerated than commercial lawyers, their work is highly engaging. They take pride in working hard to contribute to society through their work.

Senior management at the ODPP had created systems to allow multi-level staff input (where appropriate) while retaining final decision making power. This system worked well in my opinion and the view of colleagues there. Employees must commit to a code of conduct on commencing with the ODPP, placing emphasis firmly on ethical and professional conduct. The facilities and administrative support were comparable to a top-tier law firm.

I was at the ODPP one day per week for the semester. My tasks varied throughout that period. Often there were interesting matters in court and the clerks would send me there. Other times I would photocopy or arrange evidence and documents. Also, I collected and deposited documents with various courts. The lawyers were fairly autonomous in their research and I was not involved in research while at the ODPP.

If Crownies forms your expectations of the ODPP, you may be disappointed. The only references to sex and drugs were in relation to cases and I never saw anyone in lingerie. The “D” in the abbreviated title stands for “director” and not “department”. While, the ODPP does not fund a Christmas party, the justification was valid and meritorious: NSW tax-payers fund criminal prosecutions, not parties for prosecutors. Staff arrange a Christmas party and fund it themselves.

I had three particular highlights while volunteering with the ODPP. I sat in the bench with the prosecution at the sentencing of man convicted of murdering his wife. I was introduced to a prominent Crown Prosecutor for NSW and chatted to judges and their staff in the Supreme Court. However, exposure to the evidence and discussing the cases with the lawyers was the most engaging element.

Interning at the ODPP was enjoyable. It enabled me to apply my academic knowledge from Criminal Law to actual cases and discuss that application with practitioners. I gained greater insight into the courts and the New South Wales criminal justice system. My respect for police officers was greatly enhanced.

The ODPP performs a critical role in society and the criminal legal system. It presents a noble and rewarding career of itself and a history of alumni reaching the bar or bench. Entry is competitive, with graduate programs focusing on talent and enthusiasm. The lawyers are professional, intelligent and interesting. I would advise employment or experience there to anyone with an interest in Criminal Law.

# MELISSA CHEN

**ALIV and Darwin Detention Centre, Volunteer**

The asylum seeker debate has captured the hearts and minds of the vast majority of people in Australia. It is understandable, therefore, that the idea of working in a sector related to immigration is enticing to many. There are boundless opportunities for law graduates in this sector - from registration as a migration agent to working for the Department of Immigration and Citizenship, or even an internship with the United Nations High Commissioner for Refugees. Even more exciting, there are a number of opportunities available for students still undertaking tertiary studies to gain some valuable insights into the world of immigration, refugees and asylum seekers.

Last December I undertook a volunteer placement with the organisation ALIV. This involved four weeks with around 12 other volunteers spending time in Northern Immigration Detention Centre in Darwin, running various programs and activities for the inmates - the majority, irregular maritime arrivals or asylum seekers or 'boat people'. From yoga to cooking classes to art, sport, fitness, bingo and trivia, we spent each day interacting with people from a variety of different cultures, backgrounds and languages, while receiving an invaluable (and exclusive) insight into the everyday operations of Australia's detention centres.

Furthermore, after working, living and eating with one another for almost 24 hours a day, all the volunteers formed a close bond that enabled us to overcome the often harsh realities of working in such a volatile environment. Most of us were students (with a large percentage, in fact, socially aware law students), some outspoken advocates of refugee rights and others merely wanting to learn more about such a sensitive issue.

Due to confidentiality agreements, I am unable to comment too specifically on life inside the detention centre, but I am able to say that the entire experience was

unforgettable. To some extent units of study at university allow the chance to explore different avenues and interests but it is only after having some experience of working within organisations that it is possible to cultivate a more in-depth understanding and greater affinity towards certain vocations. One of the most important things I learned during my volunteer placement was that for new arrivals, English language acquisition is by far the most effective pathway to empowerment. We ran numerous activities in the centre but English lessons would always have the greatest and most enthusiastic turnout. Australia is a multicultural nation but to operate in the workforce, migrants must come to terms with the mother tongue.

Thus, for students who can't wait for the end part of their degree, assisting this vulnerable group with their English language skills seems a good option. Whether it is by taking a certificate course in English language teaching, becoming a one-on-one home tutor, or maybe helping out with the St Vincent de Paul Society's SPARKS program, there are so many options for those wanting to make a head start in their assistance in the area of immigration, refugees and asylum seekers.

Unfortunately, ALIV no longer runs programs inside the detention centres, but they still administer various kids camps and activities for asylum seeker families. The Refugee Council of Australia website has an extensive list of non government organisations who also accept volunteers and interns who want to make a difference and gain some career related experience. The important thing to remember is to get involved in whatever way you can, ensuring that you learn more about the realities of an organisation, occupational pathways, and yourself in the process.

# DIVYA CHADDHA

**Refugee Advice and Casework Service, Paralegal**

Having worked in the community for many social justice initiatives, I was elated to find a program that connects theory to practice. Sydney University's Social Justice program is a course that provides a synthesis of activism, awareness, and pragmatism that speaks to the problems and needs that the disadvantaged are facing in our society.

The course is separated into two components. The first was a series of weekly lectures taught by Professor Peter Cashman. The lectures offered invaluable information on the plurality of practical approaches to social justice. Moreover, unlike other subjects, we are provided with familiarity into topical legal issues such as the Gene Patent Case; a case that seeks to challenge the patenting of human genes, and the controversy surrounding the 'Ban the Burqa' mural. More importantly, we discovered that it was essentially impossible to take any multinational to court for contributing to climate change and sinking an island. By providing models for critical reflection during lectures, the students are challenged to articulate our own value commitments in a spirit of constructive debate.

The second component of the course was the opportunity to gain legal experience working at one of the legal centres affiliated with the Law Faculty. My placement was at the Refugee Advice and Casework Services Inc. At RACS, we gained unique insight into the practice of law in a social justice setting, through observing and assisting RACS lawyers in the delivery of legal services to asylum seekers. We were exposed to real and interesting cases and were able to develop our practical skills such as researching, case-writing, and client interviewing. The lawyers at RACS were passionate about their work, enthusiastic and encouraging. There was no power distance in the centre so it

was easy to approach anyone, even the head solicitor if we had any queries.

The highlight of my placement was finding out that a client I was working very closely with for months has been granted a protection visa into Australia. It was an extremely gratifying experience and made me feel as if my work was important and crucial.

Becoming involved in the Social Justice Program has most definitely enriched both the lives of students that were involved and the communities in which we worked. The course definitely opened my eyes on the career opportunities that exist.



# KATE LINDEMAN

North Australian Aboriginal Justice Agency, Intern

The North Australian Aboriginal Justice Agency (NAAJA) provides free, culturally appropriate and accessible legal services to Indigenous Australians in both urban and remote communities in the vast region spanning Katherine to Darwin and the islands beyond in the Northern Territory. NAAJA is comprised of three sections: criminal, civil and advocacy, thereby providing an array of legal services ranging from advice clinics to court representation, as well as offering community legal education sessions and lobbying government organizations on behalf of the Indigenous community.

Over the summer, I spent six weeks interning in NAAJA's civil law section based in Darwin. During the course of my internship I was involved in a diverse range of matters including child protection and adult guardianship hearings, property seizure matters, fatal injuries compensation claims, police torts, coronial inquiries and numerous 'Crime Victims Services Unit' claims (the equivalent of our 'Victims Compensation Scheme' in NSW). I had the opportunity to take instruction from clients both at clinics and in prison, to travel to the Tiwi Islands to take affidavits from remote clients, to assist in preparations for an upcoming Supreme Court child protection appeal, and to attend a settlement conference for a civil suit arising out of a domestic violence/manslaughter matter. I was also involved in a number of NAAJA's policy initiatives, such as their submissions on the oppressive effects of ATM fees in remote communities.

The legal experience I gained from my time at NAAJA was invaluable and the lawyers' enthusiasm, professionalism and tireless work to ensure the best possi-

ble outcomes for their clients were infinitely impressive. The lengths lawyers would go to in order to take instruction from remote clients to ensure that they received just outcomes was constantly a source of inspiration and motivation. All staff were keen to ensure that I had interesting and challenging work at all times, and I quickly learnt the, at times very different, Northern Territory legal frameworks within which NAAJA advises its clients. Most significantly, I began to develop an appreciation for the intricacies of Indigenous Australian culture, and the complexities arising out of attempts to enforce 'white man's law' in communities where people's understanding of the world is vastly removed from that upon which 'white man's law' is based. Watching lawyers attempt to explain concepts such as the rationale behind property seizure legislation to remote clients, often via translators, was both inspiring and somewhat mystifying, as I began to question the relevance of this law to these people, and the value it adds to their already complex social systems.

My internship at NAAJA was perhaps the most fascinating and rewarding experience of my law degree thus far. I absolutely recommend taking up public interest law opportunities of this nature, as they allow participants not only to contribute to worthy causes, but also to gain a critical understanding of how the law operates in practice and develop key legal skills that cannot be learned in the classroom.

# TOBIAS FREEMAN

**UN High Commissioner for Refugees (Regional Office, Canberra), Intern**

Over the 2010-11 summer break I undertook an internship with the Legal Protection and Resettlement Unit of the UNHCR Regional Office. The Office's mandate extends across Australia, New Zealand, Papua New Guinea and 12 Pacific Island States. My placement was self-funded, full-time and based in Canberra for four months. The work of UNHCR in the Asia Pacific is central to ongoing attempts to engage States in a meaningful dialogue on regional issues of forced migration and displacement. It is telling that only seven of 15 States covered by the Regional Office have acceded to the principal international instruments on refugee protection. In countries such as our own with well-established procedures for assessing the protection claims of asylum seekers, UNHCR plays an apolitical, supervisory and advisory role to government.

The Regional Office is small by global UNHCR standards and relies on the hard work of a dedicated team of lawyers and communications staff; this presents perhaps the most exciting opportunity for interns to get involved in the review of individual cases and patterns of decision making, vetting applications for resettlement to Australia or NZ, drafting recommendations to the relevant immigration authorities where exceptional circumstances exist, briefing UNHCR decision makers for missions abroad, and engaging in more systemic analysis of how best to strengthen national capacities to deal with protection seekers. The underlying focus of my work was on international standards for protection and identifying deficiencies in regional States' legislation, policy and procedures against best practice.

One of the most rewarding aspects of my internship was learning about the regional resettlement process that involves the Canberra Office, the UNHCR's 'resettlement hubs' abroad and immigration authorities. As global demand for resettlement is immense, urgent or emergency cases demand a careful analysis before they can be submitted to specific States for their consideration. Where the system works, and a prompt and effective outcome is delivered, the team's effort is deeply satisfying. In the coming years, I hope to take this experience into the field through an ICMC-UNHCR deployment, something you might like to investigate.

My desire to work with the UNHCR and my interest in refugee protection were spurred by the six months that I had spent volunteering at the Refugee Advice and Casework Service ('RACS') through the Social Justice Clinical Course. I encourage anyone interested in the more advocacy-oriented aspects of refugee and migration law to also consider RACS as an organisation with which to spend some time.

Furthermore, my deployment was recommended to me as one pathway to a career in Legal Protection/Resettlement at the UNHCR, so any students looking at pursuing a career in social should consider this or a similar deployment.

# PATRICK WALL

Capital Post-Conviction Project of Louisiana, Intern

In the summer of 2009/2010, I worked for three months as an intern at the Capital Post-Conviction Project of Louisiana (CPCPL) in New Orleans, a firm that focuses exclusively on death row post-conviction proceedings. I was placed there by a Melbourne-based organisation, Reprieve Australia.

As an intern at CPCPL, I was surprised by how much responsibility and freedom I was given from the start. I was put in charge of researching old cases in a particular area of Louisiana for the purpose of a constitutional challenge to a death sentence. The work was challenging but very interesting and involved quite a lot of travel on my own to North-East Louisiana.

When in the office in New Orleans, my role was to compile and analyse the case data I had collected during my travels and to perform other research tasks (legal and non-legal) as required.

All of the staff at CPCPL were very welcoming. They were very appreciative of the fact that all of the interns (there were about 6 others during my time there) were volunteers and were very eager to make sure that we were part of the team. Interns are full members of case teams and the staff even apologise on the rare occasion that you are asked to do some photocopying!

It was also a very inspiring place to work. It felt as if everyone who worked there---the attorneys, investigators, paralegals and administrative staff---are all part of some wider cause to have the death penalty abolished.



# **INTERNATIONAL ORGANISATIONS**



# AMERICAN BAR ASSOCIATION

## Key information

Address:  
740 15th Street, NW.  
Washington, DC 2005-109

Tel: +1 202 662 1000  
  
[www.abanet.org](http://www.abanet.org)

The American Bar Association is the US equivalent of the NSW and Australian Bar Associations. In the same way that the Law Council of Australia and NSW Law Society support social justice initiatives, the ABA runs programs that promote social justice locally and globally.

## Working for the ABA

The ABA offers volunteer positions to serve the global community. Typically, the Association relies on the pro bono work of judges, lawyers, academics and legal experts to promote the rule of law.

To see a list of available Pro Bono Legal Specialist opportunities, and to apply, please visit the Current Opportunities page. For more information about opportunities offered by the Rule of Law Initiative please send an e-mail to [rol@staff.abanet.org](mailto:rol@staff.abanet.org).

Volunteers are provided support packages depending on the duration of their service. For example, those volunteering in-country (that is, in a target country outside the US) for over 90 days will have their travel, accommodation and living expenses covered, as well as training and medical care.

### Rule of Law Initiative

The ABA Rule of Law Initiative is dedicated to promoting the rule of law around the world. The Initiative believes that rule of law promotion is the most effective long-term antidote to the pressing problems facing the world community today, including poverty, economic stagnation and conflict. Earlier this year, the Initiative has launched an anti-slavery program in Mali, operating a legal clinic, offering psychological and vocational assistance to victims and raising community awareness of the problem.

The ABA Rule of Law Initiative seeks only volunteer professionals with over five years relevant experience and substantial legal expertise. Given its global perspective, the Initiative favours applicants with international experience and foreign language skills. If placed overseas, a professional will work with other professionals, government and non-government organisations in the host country. Their role is to help those institutions develop law reform policies as well as to provide technical assistance in the delivery of the legal development projects.

This initiative involves over 400 staff and volunteers in more than 40 countries. The program offers a range of opportunities for diverse academic backgrounds. Successful applicants will join a dynamic team of program staff, who are dedicated to promoting the rule of law in Africa, Asia, Europe and Eurasia, Latin America and the Caribbean, and the Middle East and North Africa. Those candidates with relevant language skills, experience living abroad, and familiarity with United States Government funding requirements are particularly encouraged to apply. Please check online for current staff and consultant positions.

The ABA Rule of Law Initiative's International Pro Bono Legal Specialist Program also seeks experienced judges, lawyers and law professors to lend their expertise to its reform programs for both short- and long-term assignments outside the United States. The program provides legal expertise and technical assistance to emerging democracies as they restructure their legal

systems. Specialists live in a host country for a given period of time in order to work with local professionals, government and non-government organisations to define legal reform priorities and aid in the implementation of technical assistance projects.

The initiative also offers internship opportunities for both undergraduates and graduates. Of key interest to Australian applicants is the Washington, D.C. Internship Program. Applications for this program are taken on a rolling basis throughout the year. Responsibilities will vary depending on the section's immediate needs. Duties may include assisting the department with the management of international programs, monitoring the political and economic developments in a region, researching areas of interest, aiding with correspondence, working with program and in-country staff on day-to-day support tasks, and performing administrative duties requested by the relevant office staff.

### International Volunteer Internship

The ABA Rule of Law Initiative is potentially seeking unpaid legal interns for its offices in various countries, across the Asia, Africa, MENA, LAC, and Europe and Eurasia regions. Legal interns will work on various projects as outlined in the terms of reference for each office.

Responsibilities will include:

- assisting in the development, planning and implementation of country specific programming;
- researching and drafting reports, briefings and other related documentation;
- assisting with the preparation and implementation of training workshops, seminars or other legal education activities; and
- performing administrative duties requested by the relevant office staff.

# INTERNSHIP PERSPECTIVES

"The experience of working at ABA ROLI allowed me to learn about the importance of, and ways to, facilitate the rule of law around the world, by working with hardworking staff dedicated to working not merely for, but with, individuals around the world by promoting efforts to facilitate the rule of law throughout sub-Saharan Africa. I felt as though not only my assistance, but my ideas and input, were appreciated and utilized by the staff."

Nicole Hauspurg, Undergraduate Intern (Fall & Spring 2008), Africa Division

"Being affiliated with the ABA ROLI is a great way to start one's legal career. As a law student, I had the unique opportunity to interact with lawyers and judges from several countries, as well as participate in the ABA Annual Meeting alongside attorneys from around the world. I also gained a valuable understanding of what it means to work as a lawyer in the international development and non-profit sectors."

Melody Cheung, Law Student Intern (Summer 2009), Asia Division

"My internship with ABA gave me practical experience in development work beyond what most internships offer. I got to work on substantive projects, and staff took time to answer any questions I had and to teach me how to do things like write a good report, understand the budgeting process, and write a proposal. I can definitely say that this internship is what got me my current job."

Ellen Davis, Undergraduate Intern (Spring 2009), Europe & Eurasia Division

"I personally appreciate the fact that the internship places me directly in the field, learning how something abstract, like 'access to justice,' becomes a concrete project with measurable objectives and results. Also, ABA ROLI is a one-of-a-kind organization in Ukraine. I am aware of no other organization which fosters such a broad-reaching advocacy for legal efficacy as does ABA ROLI."

Chris Russell, Field Intern (Spring 2010), Ukraine



# HUMAN RIGHTS WATCH

## Key information

Tel: +1 212 290 4700

[www.hrw.org](http://www.hrw.org)

Address:  
Human Rights Watch  
350 Fifth Avenue, 34th Floor  
New York, NY 10118-3299  
USA

Human Rights Watch monitors and highlights human rights abuses around the world. It investigates such violations and advocates change. By bringing the world's attention to human rights abuses and pushing governments to disavow countries with poor human rights records, Human Rights Watch makes it more difficult for the oppressors to escape accountability for their actions.

It supports victims and activists to prevent discrimination, to uphold political freedom, to protect people from inhumane conduct in wartime, and to bring offenders to justice. HRW investigates and exposes human rights violations and holds abusers accountable. It challenges governments and those who hold power to end abusive practices and respect international human rights law. In furtherance of these activities, the organisation enlists the public and the international community to support the cause of human rights for all.

## HUMAN RIGHTS WATCH

The fields in which Human Rights Watch operates are as broad as its geographic spread. Depending on the location, it deals with:

- Arms
- Business
- Children's rights
- Counterterrorism
- Disability rights
- Economic, social and cultural rights
- Health
- International justice
- Lesbian, gay, bisexual and transgender rights
- Migrants
- Press freedom
- Refugees
- Terrorism
- Torture
- United Nations
- Women's rights

### Working at HRW

Human Rights Watch prides itself on having dedicated and diverse staff who are committed to the protection and preservation of international human rights. Its members are experts in their field from around the world. More information on HRW's employment principles and standard employee benefits is available online.

Please note that employees are expected to have the required work authorization in their country of assignment, and HRW may offer sponsorship for work

authorization and/or cover certain relocation and/or visa costs for certain positions (see position descriptions for more information). However HRW employees are responsible for obtaining personal tax advice and paying all applicable taxes deriving from their employment with HRW.

Positions cover a range of roles: human rights researchers, field investigators and advocates, administrative support, managers and directors for regional and thematic divisions, senior management, communications, fundraising and operations. Recent graduates typically fill administrative positions. Research staff come to professional positions with at least several years of experience, including varied experience and skills in international human rights investigation, reporting, and activism. For professional positions, HRW typically seeks related graduate-level coursework, NGO or non-profit work or internship experience, field experience, research and communications skills, international exposure, relevant language fluency, good judgment, and organisational and interpersonal skills.

### Application Process

Check online for current vacancies, or sign up for email alerts about positions as they become available. Full-time staff vacancies are advertised for at least 30 days. It is better to apply directly for an advertised position rather than to send an unsolicited resume, in particular because each opening has specific recruitment criteria. A call for applications will typically require a cover letter, curriculum vitae, professional and/or academic references, salary requirements, and an unedited writing sample. Some positions may also require you to provide academic transcripts.

Once you have submitted an application, you will receive a letter from HRW acknowledging receipt of your resume within a couple of weeks of its delivery. Only candidates chosen for interviews will be contact-

ed after that point. Applications will be reviewed by a staff search committee and a small number of applicants will be selected for a preliminary phone interview. Of that pool, a smaller number will be chosen for an in-person panel interview. HRW also conducts applicant testing and reference checks prior to making job offers.

Regarding positions in the United States, non-US citizens are encouraged to apply for professional positions. HRW works with an immigration expert to assist professionals to obtain the necessary US work authorisation and assumes the cost of this support. HRW can also assist with relocation costs. In contrast, it usually cannot obtain visas for administrative support positions.

### **Fellowships in International Human Rights**

Fellowships are available in the field of International Human Rights for recent graduates of a variety of related disciplines. Monitor the HRW website for more details about when they will be accepting the next intake of fellowships.

Each fellowship is a one-year full-time placement with HRW in New York, Washington, D.C. or London. During that time, the fellow will monitor the human rights situation in particular countries, draft reports on developments in those countries, and advocate for the amelioration of human rights standards. In the past, fellows have conducted research and advocacy on specific issues in particular countries, such as civil and political rights in Cuba, criminal defamation laws in Indonesia, or corporal punishment in the United States.

The Alan R. and Barbara D. Finberg Fellowship is available to students of any university. The fellowship is directed primarily to Master's students of law, journalism, international relations or other relevant studies. However HRW will consider graduates with a Bachelor

of Laws or an advanced degree in any of the relevant fields.

To qualify, applicants must have:

- Exceptional analytic skills
- An ability to write and speak clearly
- A commitment to work in the human rights field in the future
- Proficiency in one language in addition to English is strongly desired
- Familiarity with countries or regions where serious human rights violations occur is also valued.

Depending on the fellowship for which they wish to apply, prospective fellows must be recent graduates of law, journalism, international relations, or other relevant studies, or must provide evidence of significant, comparable, relevant work experience.

The Arthur Koenig Fellowships is a new fellowship designed to bring talented people from disadvantaged economic backgrounds into the human rights movement. It is open to recent graduates at the Master's level or above in the fields of law, journalism, international relations or other relevant studies. Graduates will LLB degrees or advanced degrees in other relevant disciplines may also be considered.

In addition to the standard fellowship application, applicants must submit an essay describing the aspects of their background that have been economically disadvantaged such as the economic circumstances of their family, their history of need-based financial assistance to complete their studies and, but not limited to, if they are the first candidate to attend university in their family.

For this year's intake, applicants must be available to interview in New York. Inquiries may be directed to [fellowship@hrw.org](mailto:fellowship@hrw.org). Please see the HRW Frequently

## HUMAN RIGHTS WATCH

### Internships and Volunteer Positions

HRW offers academic internships at both the undergraduate and graduate level in its regional and thematic divisions, as well as its organisational support departments. Internships are unpaid, except for certain funded graduate internships which are associated with specific universities. Also note that work-study funds are often available depending on the location of placement.

Undergraduate internships are primarily administrative and clerical in nature, but other projects can be assigned as they arise and match the student's interests and abilities, including research, drafting documents, translating, and helping researchers prepare for missions.

Graduate-level interns monitor human rights developments in various countries, draft reports on human rights conditions, and engage in advocacy efforts aimed at curtailing human rights violations.

Students are often able to arrange academic credit, as HRW internships often offer direct exposure to the workings of an international human rights organisation, close supervision by the HRW staff, interaction with other US and international organisations and foreign and domestic government officials, and opportunities to attend lectures, trainings, and special events relating to human rights. Students should check with their individual academic institutions for requirements.

Applicants should possess the following qualities:

- Well-organized
- Self-motivated
- Reliable
- A strong interest in international human rights
- Relevant coursework is highly desirable, and knowledge of foreign languages is a plus
- Computer skills

### Application Process

Interested individuals can apply by sending a letter of interest, resume, names or letters of reference, and a brief, unedited writing sample to the advertised email address on the position description, with the name of the internship you are applying for in the subject line. Only complete applications will be reviewed. Applications should be sent directly to the division you are interested in working with.

Please see HRW's Volunteer/Internship Opportunities page to access its extensive list of available internships. Most of the available positions are in the United States (New York, Los Angeles, Washington DC, San Francisco), but there are also openings in other cities around the world (London, Brussels, Johannesburg). The location and nature of the internship will differ, as will the required academic qualifications. Summer internships are highly competitive, so you should apply well in advance.

# LIBERTY

## NATIONAL COUNCIL FOR CIVIL LIBERTIES IN ENGLAND AND WALES

### Key information

Tel: +44 (0)20 7403 3888  
[www.liberty-human-rights.org.uk](http://www.liberty-human-rights.org.uk)

Address:  
21 Tabard Street  
London SE1 4LA

Liberty has historically pushed for fundamental rights and freedoms in England and Wales. Today, its mission is to protect civil liberties and promote human rights for everyone. It promotes the values of individual human dignity, equal treatment and fairness as the foundations of a democratic society. Liberty achieves this through public campaigning, test case litigation, parliamentary lobbying, policy analysis and the provision of free advice and information.

For law students, this is an organisation which will provide direct exposure to human rights litigation. Both acting for victims and as a third party intervener, they submit expert evidence to the court in Liberty's name to assist the court in making its determination.

### Working for Liberty

Given the advent of the Human Rights Act 1998 in the United Kingdom, and the country's earlier accession to the European Convention of Human Rights, human rights violations are arguably more open to being litigated in the courts of England and Wales than you will find in most Australian jurisdictions. Hence working with Liberty is a

## **LIBERTY**

rare opportunity to see human rights being regularly grappled with in a common law system.

Liberty offers both paid and volunteer positions, depending on the applicant's level of skill. If you're looking for a foothold, apply to be a volunteer in either an administrative or legal capacity. Note that to give legal advice and information, you must have completed your law degree.

Paid positions are available for those further down the track. For example, Liberty is currently calling for a Development Officer.

### **Volunteer**

Liberty relies on the support of motivated and enthusiastic volunteers who are interested in the issues that Liberty tackles and are keen to gain valuable experience working for an organisation with its reputation and impact. All volunteer roles are unpaid.

There are two main types of volunteering role available:

- Administrative support – helping with the day-to-day work of the organisation's operations, membership, campaigns and/or media teams.
- Advice and Information – anyone legally qualified can help Liberty respond to written queries from the public about their rights.

All volunteering roles are based in London. Volunteers are expected to commit to at least one day per week for a minimum of three months. Liberty will cover travel costs to and from the office (within London travel zones 1-6) and a daily lunch allowance up to a maximum of £5. Volunteers from outside London are welcomed, but Liberty cannot help with travel arrangements, work permits or accommodation.

Volunteer vacancies will be advertised online with a

full job description and details of how to apply. Liberty only accepts applications for specific vacancies, so do not send speculative work enquiries or unsolicited resumes. There is competition for places. This means that the application process involves completion of an application form, providing references and attending a short interview.

To find out more about volunteering opportunities at Liberty, call on +44 20 7403 3888 or email your inquiry to using the standard inquiry form available online.

# INTERNATIONAL CRIMINAL COURT

## Key information

Tel: + 31 (0)70 515 8515

[www.icc-cpi.int](http://www.icc-cpi.int)

Address:  
International Criminal Court  
Maanweg 174  
2516 AB Den Haag  
The Netherlands

The International Criminal Court is the first permanent, treaty-based international criminal court. It was established to bring to justice the perpetrators of the most serious crimes of concern to the international community. Its governing instrument, the Rome Statute, lists four areas over which the ICC has jurisdiction: genocide, crimes against humanity, war crimes and the crime of aggression.

## Working at the ICC

The working languages of the Court are English and French. You need to have good communication and drafting skills in one of these, and working knowledge of the other is desirable. Fluency in the Court's other official languages (Arabic, Chinese, Russian and Spanish) is an asset. Some positions may stipulate specific additional language requirements.

Preference is given to nationals of a State Party or signatory to the ICC Statute, but nationals from non-State Parties will be considered. See the ICC website for a comprehensive list of all State Parties. Positions are also filled with reference to gender balance and representation of the principal legal systems of the world and geographic

## INTERNATIONAL CRIMINAL COURT

regions.

### Internships and Visiting Professionals Programme

The Court aims to promote understanding of the Court and to contribute to the growth of practitioners and scholars familiar with its work. Participants gain an understanding of the Court's objectives and its challenges, as well as a detailed insight into a particular area of the Court's activities.

Candidates should evidence motivation and an interest in working in a multicultural environment. Furthermore, the Court seeks applicants with very good academic qualifications and a commitment to achieving the aims of the Programme.

#### Internship Placements

Interns assist Court staff areas commensurate with their educational background and field of interest. The internship is a practical educational experience where interns will assist the staff of the Court in discharging their duties. In particular, interns are assigned projects and tasks relevant to their educational background and further develop their knowledge base. The work is generally comparable to upper service or junior professional levels.

Internships are available for 3-6 month periods. Applicants must meet both general eligibility requirements for interns and specific additional requirements pertaining to the organ of the Court being applied to.

In its interns, the Court looks for motivated young professionals with good academic qualifications. Candidates must have a degree (or be in the final stages of their study) at a recognised university. They should have a very good record of academic performance. Applications to legal positions are welcome from graduates specialising in one or more of these disciplines: national and international criminal law; pub-

lic international law; international humanitarian law; human rights law; comparative law and criminology; legal expertise. Graduates of other disciplines may be considered for non-legal positions. Practical experience is not an essential prerequisite, but relevant experience will be considered an asset.

Other general eligibility criteria:

- Applicants for internships should not be older than 35 years at the time of commencing the placement
- Adaptability to a multicultural and multilingual working environment encompassing the principal legal traditions of the world
- Ability to work effectively in a team as well as independently
- A good standard of computer literacy (especially Microsoft Office applications)
- General characteristics: discretion, reliability, intellectual rigour, precision, perseverance, honest, creativity, cooperative spirit and integrity



## Visiting Professionals Placements

These placements are granted to applicants with extensive academic and/or professional expertise in the relevant area of the Court's work. The visiting professional will be assigned a range of tasks comparable to the mid-professional or senior levels. They will work with senior and junior professional officers and often conduct their own projects in cooperation with the Court.

The Court welcomes visiting professionals for 1-6 months. Applicants must meet both general eligibility requirements for interns and specific additional requirements pertaining to the organ of the Court being applied to. Please see general eligibility requirements for Visiting Professionals on the ICC website for more information.

### Application Process

Check the ICC website, as opportunities are advertised as they arise. The ICC will post an alert with information when the primary selection round occurs for the primary organs which take interns: Presidency and Chambers; Office of the Prosecutor; and the Registry. In addition, the ICC will post any 'Special Calls', opportunities which arise quickly and without notice, often for immediate work.

A selection committee or panel will be formed by each court organ participating in the internship programme. It will oversee the selection of candidates in light of the aims and objectives of the programme and in respect of eligibility, competency, integrity, geography and gender representation.

# INTERNATIONAL REFUGEE RIGHTS INITIATIVE

## Key information

Address:  
New York Office  
66 United Nations Plaza, Suite 4018  
New York, NY 10017  
USA

Tel: +1 212 453 5853

[www.refugee-rights.org](http://www.refugee-rights.org)

Kampala Office  
18A Kyadondo Road, Nakasero Hill  
P.O. Box 7785  
Kampala, UGANDA

IRRI was founded in 2004 for the specific purpose of addressing human rights in conflict and displacement in Africa. It is dedicated to promoting human rights in situations of conflict and displacement, enhancing the protection of vulnerable populations, particularly displaced people, before, during and after conflict. IRRI's advocacy is grounded in the rights accorded to individuals in regional and international human rights instruments; it strives to make these guarantees effective at the local level. The IRRI has focused its work on the African continent.

IRRI aims to contribute to the improvement and creation of models of law and practice which best guarantee human rights in conflict and displacement. The organisation engages in legal and field-based research in order to better understand how policy affects conflict-affected communities. It then presents its findings to policy-makers in national, regional and international debates.

IRRI strives to amplify the voices of conflict-affected communities, and to that effect works with networks of advocates across the African continent to identify the key challenges facing vulnerable communities. It also collaborates with those advocates to advance appropriate changes in law, policy and practice, as well as advocating for regional action where necessary. It has offices in both USA and Uganda, which allows it to act as a bridge between these local advocates and the international community, enabling local knowledge to infuse international

## INTERNATIONAL REFUGEE RIGHTS INITIATIVE

developments and helping local advocates integrate the implications of regional and international policy into their work at home.

IRRI's current projects include:

- Darfur: Forging an African Civil Society Response to the Crisis in Darfur
- Citizenship: New Approaches to Citizenship and Belonging in Africa; Citizenship and forced migration in the Great Lakes region; Citizenship Rights in Africa Initiative
- International Justice: Using International Justice to Prevent and Find Solutions to Conflict and Displacement in Africa
- Refugee Law and Policy: Enhancing the Architecture of Protection for the Forcibly Displaced in Africa – through research, monitoring and leveraging legal developments, and strengthening networking and emergency response.
- More extensive details about the research and activities of IRRI can be found on its website.

### **Employment**

Like many organisations, the IRRI will advertise job opportunities on their website as they arise.

### **Internships**

Throughout the academic year, IRRI offers undergraduate and graduate students the opportunity to work in either the Kampala or New York office.

The organisation tries to match internships with the student's interests and abilities. Responsibilities may include assisting with administrative tasks, conducting research, writing newsletter articles and translation. Internships are unpaid, but academic credit may be sought through your university. Upon the satisfactory completion of the internship IRRI will provide an evaluation if required for obtaining university credit and/or letters of reference for prospective employers.

All applicants should be well-organised, self-motivated and reliable, with a strong interest in international human rights and refugee issues. Relevant coursework is highly desirable, and knowledge of a foreign language (Arabic or French, for instance) is a plus. Computer skills and the ability to conduct internet research are required.

IRRI has two intakes annually, coinciding with northern hemisphere fall and summer seasons. Apply by sending a cover letter describing your skills and interests and a resume to [info@refugee-rights.org](mailto:info@refugee-rights.org). Applications for the fall intake are accepted during March. Please note that IRRI is unable to assist with travel expenses and/or finding accommodation.

# INTERNATIONAL SERVICE FOR HUMAN RIGHTS

## Key information

Address:  
Rue de Varembe 1  
P.O. Box 16  
CH-1211 Geneva 20  
Switzerland

Tel: (+41 22) 733 51 23

[www.ishr.ch](http://www.ishr.ch)

The ISHR is a non-government organisation based in Geneva with a small branch office in New York which has been active for 25 years. It works at national, regional and international levels. Its focus is to promote the United Nations and regional human rights systems to protect individuals' human rights.

ISHR core values:

- Excellence – experts in their field who provide relevant, high-quality products and services to human rights defenders
- Commitment – passionate about human rights, together forming a dedicated team of professionals working to achieve a common vision and mission in which they believe
- Integrity – carry out their mandate in an independent and impartial way
- Inclusiveness – responsive to the needs of human rights defenders irrespective of the rights they defend
- Equality – belief in the principle of the universality of human rights. As such, ISHR members are respectful of others, treating all with dignity and without discrimination.

## INTERNATIONAL SERVICE FOR HUMAN RIGHTS

The ISHR also seeks to protect human right defenders around the world. It supports the mandate and work of the UN Special Rapporteur on human rights defenders, fosters the development of specific regional protection mechanisms, and helps to bridge the gap between UN organs or mechanisms and regional human rights systems. Part of its strategy involves strengthening sustainable networks of human rights activists. The ISHR facilitates the organisation of consultations of government, non-government and stakeholder consultations at all levels of government, raises awareness about specific issues relating to human rights defenders, and provides technical assistance to implement national protection strategies and the UN Declaration on Human Rights Defenders.

### Key information

Please check online for information about job vacancies at the ISHR as they will be advertised as they arise.

### Internships

In its internship positions, the ISHR seeks to give human rights activists exposure to the international human rights system. Much government and non-governmental activity in this field happens in Geneva, hence the internship provides an opportunity to be amongst the primary actors.

Interns will:

- Acquire valuable experience of working in a human rights NGO
- Gain extensive exposure to the UN human rights system and its mechanisms
- Develop their skills and knowledge through a professional development and training programme

The ISHR offers a variety of internships, whether full- or part-time, running for 3-6 months.

Internships are available with:

- The UN monitoring team
- The communication team
- The training team
- The finance team: interns will work on various financial projects in line with the activities of the organization such as providing assistance to the financial officers.
- The regional and national team: interns will encourage human rights defenders at the national level to consider engaging with national, regional and international human rights mechanisms as part of their human rights strategies.

Each team has specific roles and selection criteria, so please check for recent vacancies and application details.

Interns will be granted a range of training opportunities in addition to supervision and support during their stay in Geneva. The specific tasks undertaken with the training programme will depend on which UN sessions are being held during the internship, as well as the needs of the interns. The typical training programme may include:

- Intern meetings, at which interns from all programmes have an opportunity to discuss and debate as a group activities in which they have been involved and developments within the UN human rights bodies
- Staff meetings which may include presentations from ISHR staff members on current activities and their own experiences
- Presentations at ISHR by members of the UN treaty-monitoring bodies, Special Rapporteurs, experienced activists, NGO activists and visiting academics present in Geneva in association with events on the UN human rights calendar

## INTERNATIONAL SERVICE FOR HUMAN RIGHTS

- Opportunities to attend external events such as conferences and evening lectures to enhance interns' professional interaction with other Geneva-based NGOs, UN institutions and professionals
- Opportunities to participate in Geneva-based training courses that may be running at the time of the internship
- Practical sessions and guidance in monitoring and writing reports for various UN mechanisms, using ISHR and OHCHR websites, familiarisation sessions on the UN Human Rights system and train-the-trainer sessions on training human rights defenders and using interactive methodology
- Practical career workshops on working in the human rights field such as developing CV writing skills, applying for jobs, preparing for interviews, individual feedback on mock interviews, and panel discussions on careers with ISHR staff
- Individual supervision and mentoring: to enhance the sustainability of the internship and to help ensure the interns' skills are developed appropriately, they will each be required to fill in a self-evaluation form which draws on the knowledge and skills acquired during the internship
- Social activities such as ski and sauna days, dinners/drinks out, and visits to areas of cultural interest with a dynamic and friendly crowd

# LAWYERS BEYOND BORDERS

Tel: +61 3 9279 1788  
Tollfree: 1800 331 292

[www.lawyersbeyondborders.com](http://www.lawyersbeyondborders.com)

## Key information

Street address:  
National Office (Melbourne)  
71 Argyle Street  
Fitzroy VIC 3065

Postal address:  
PO Box 350  
Fitzroy VIC 3065

Lawyers Beyond Borders is a new program that was founded by Australian Volunteers International (AVI) in Australia with a view to promoting more peaceful, just and sustainable world. It operates on the principles that all people should have access to the resources they need, the right to make decisions about the kind of development they want and the opportunity to achieve their potential and participate in the future of their own communities.

AVI specialises in running a range of development projects around the world. AVI believe international volunteering is one of the most effective forms of development assistance available. It empowers people to develop their own communities, access resources and achieve their full potential.



## LAWYERS BEYOND BORDERS

### **Volunteer**

Both members and non-members of Lawyers Beyond Borders can apply for volunteer positions through AVI, however it is important to note that there is a large demand for international legal volunteer assignments throughout the Australian legal community.

With the introduction and support of Lawyers Beyond Borders, AVI aims to work with its overseas partners to identify new assignments, allowing Australia's legal professionals more opportunities to work with communities on locally-identified projects.

### **Memberships**

Students can also become involved by purchasing an annual membership for \$20. This entitles a student member to a bimonthly newsletter, invitations to seminars and other events within the state, access to professional development and international programs, and opportunities to participate in global e-volunteering.



# LAWYERS WITHOUT BORDERS

Tel: (860) 541 - 2288

[www.lawyerswithoutborders.org](http://www.lawyerswithoutborders.org)

## Key information

Address:  
750 Main Street  
Hartford, CT 06103  
USA

Lawyers Without Borders was formed as a not-for-profit organisation in 2000 and it brings together lawyers from around the world to support the rule of law, economic development, peace building and sustainability in the legal sector. It is the largest group of volunteer lawyers in the world. Members contribute to LWOB on a pro bono basis, but do not represent individuals in legal actions.

Their goal is to provide legal support to rule of law projects and initiatives in human rights and global capacity-building sectors, particularly trying to reduce costs to funders, in-country NGOs and legal communities in developing regions around the world. Specifically, they engage in lawyer and judicial trial advocacy training; cultivate lawyer skill sets to create effective strategies in human rights in developing countries; conduct neutral observations of trials, conflicts and detention facilities; develop programming that builds capacity; and offer technical assistance in developing and post-conflict regions.

The organisation operates in the United Kingdom, United States of America, Canada, Australia, New Zealand, Israel, Palestinian Territories and throughout Africa. Its headquarters are in USA.

## LAWYERS WITHOUT BORDERS

### Volunteering

Volunteers can assist in the following ways:

- Research: legal issues, indicator impact frameworks, roadmaps, constitutional and transitional legal issues, human rights, information analysis and report writing, country research
- Write: reports, newsletters, concept papers, lawyer guides, roadmaps
- Represent LWOB at events and Conferences (always self funding): human rights conferences, United Nations conferences or sessions, educational programs, training programs, pro bono conferences
- Assess, observe, evaluate: be part of an Assessment or Evaluation Team, participate in a trial observations, effect a Rapid Response Intervention, conduct a post-training evaluation, lead an LWOB In-Country Mission in a region to assist with program development, launch, implementation and follow up
- Neutral observations: trials, conflicts, tribunal proceedings
- Train: Join LWOB Trial and Mediation Training Teams assisting lawyers and judges within large-scale NITA-style ("Learning By Doing Method") training programs.
- Operations: there are a variety of roles you can play in assisting with administration of LWOB: managing programs, overseeing volunteers or student divisions, fundraising, development, grant writing etc. As a rule "volunteers" in-house at LWOB are expected to work at our headquarters at least 2-3 days per week.

### Internships

LWOB offers unpaid internships to law and undergraduate students on a tri-semester basis (in line with Winter/Spring, Summer and Autumn in the northern hemisphere). Summer internships are a full-time 3-8 week commitment, while internships over the winter are two days per week.

LWOB generally requires applications at least three months before the start of the internship period. LWOB receives over 50 applications annually and typically engages 7-10 interns per semester and 10 or more in summer. Preference is given to applicants for the northern hemisphere summer internship who can contribute 10 or more weeks.

Selection criteria:

- Speak and write fluent English
- Have a commitment and drive to make a difference in the pro bono legal or human rights sectors
- Work well in a team environment
- During school term, commit to a minimum 2 full days per week and a minimum of 6 weeks in summer
- Be prepared to work on tasks that range from mundane administrative tasks to challenging research. LWOB does not guarantee law students that there will be opportunities to do legal research during the internship, although the organisation will make an effort to provide at least one meaningful legal research task if the opportunity arises.

headquarters because of the difficulty of arranging housing and transport in the region. However LWOB also has opportunities for interns with law firms in metropolitan areas such as London, Nairobi and Monrovia.

Applicants must submit a detailed curriculum vitae and a cover letter to [internships@lwob.org](mailto:internships@lwob.org). The cover letter should include your proposed start and finish dates, work schedule, and for summer internship applicants whether you are interested in interning for the entire summer period. You should also expressly recognise:

- That the commitment is for a minimum of 6-10 continuous uninterrupted weeks
- That the internship is unpaid and there will be no compensation for any associated costs incurred
- That a major part of your internship may be performing administrative tasks associated with LWOB rule of law programming

### **Paid Positions**

Please see online at [http://www.jobtarget.com/c/search\\_results.cfm?site\\_id=175](http://www.jobtarget.com/c/search_results.cfm?site_id=175) for any paid vacancies.

# OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS

## Key information

Address:  
Palais Wilson 2500  
52 rue des Paquis  
CH-1201 Geneva  
Switzerland

Tel: +41 22 917 9220

<http://www.ohchr.org>

The Office of the High Commissioner for Human Rights (OHCHR) represents the world's commitment to universal ideals of human dignity. It has a unique mandate from the international community to promote and protect all human rights. OHCHR leads global human rights efforts and speaks out objectively in the face of human rights violations worldwide. It provides a forum for identifying, highlighting and developing responses to today's human rights challenges, and acts as the principal focal point of human rights research, education, public information, and advocacy activities in the United Nations system.

Since governments have the primary responsibility to protect human rights, OHCHR provides assistance to governments, such as expertise and technical trainings in the areas of administration of justice, legislative reform, and electoral process, to help implement international human rights standards on the ground. They also assist other entities with responsibility to protect human rights to fulfil their obligations and individuals to realise their rights.

In particular, they are tasked with mainstreaming human rights with the UN, which means injecting a human rights perspective into all UN programmes. They work with the national human rights organisations and also with every UN organisation including the ICC and specialised tribunals such as the International Criminal Tribunal for

the former Yugoslavia and the International Criminal Tribunal for Rwanda.

The OHCHR focuses its work in three major dimensions: standard setting, monitoring and implementation on the ground. In particular, the OHCHR has increased its presence in the field, reaching out to the people who need it.

### **Internships for graduate students**

Participants in the internship program are selected from graduate students and holders of graduate level degrees in disciplines related to UN work such as international law, human rights and social sciences. Note that the requirements differ for each office. Currently, there are five requirements for interns in the Geneva office before they will be considered for the post:

- You must be currently enrolled in a Master or PhD program and will be during the internship
- You must obtain the necessary visa
- You are able to cover the costs of travel and living expenses
- You need to provide valid medical insurance
- You need to be able to communicate in English and/or French

### **Employment**

Vacancies are advertised on the OHCHR website, with applications made through the combined UN employment portal.

### **Fellowships**

The OHCHR offers fellowships to people working in human rights.

The traditional Fellowship of the OHCHR aims to give staff members of national human rights institutions from all over the world a better understanding and appreciation of the international human rights system. Through this experience the Fellow will gain knowledge and working level experience with the United Nations human rights system.

The Indigenous Fellowship is to give indigenous peoples the opportunity to gain knowledge of the UN system and mechanisms dealing with human rights in general, and indigenous issues in particular, so they can assist their organisations and communities in protecting and promoting the rights of their people.

The Minorities Fellowship aims to give persons belonging to national or ethnic, religious or linguistic minorities an opportunity to gain knowledge on the UN system and mechanisms dealing with international human rights in general and minority rights in particular. The Fellowship is intended to assist organisations and communities in protecting and promoting the rights of minorities the Fellows belong to.

The Fellowship Programme of the United Nations Voluntary Fund on Contemporary Forms of Slavery aims to give staff members and affiliated members of human rights organisations, notably those working on contemporary forms of slavery related issues, the opportunity to gain first hand experience, knowledge and skills in the field of international human rights in general, and on contemporary forms of slavery in particular.

For more information on applications refer to the OHCHR website.

# REPRIEVE

## Key information

Postal address:  
GPO Box 4296  
Melbourne VIC 3001  
Australia

<http://www.reprieve.org.au/>  
Email: [overseas.volunteers@reprieve.org.au](mailto:overseas.volunteers@reprieve.org.au)

Reprieve's focus is to protect the rights of prisoners, specifically by promoting the rule of law and the right to a fair trial. Their activities include investigation, litigation, education and legal support for prisoners who cannot afford representation. Reprieve's priority rests with those accused of the most serious crimes, and typically in holding the world's most powerful governments to the highest human rights standards.

The organisation's primary base is the United Kingdom, however Reprieve also gives fellowships in the United States, has volunteers placed around the world and has an office in Australia.

## Working for Reprieve

In its recruitment policy, Reprieve seeks to employ passionate people with the motivation to work hard for the benefit of their clients. A strong candidate will have demonstrated skill and commitment.

The application process starts with the submission of a letter of application and a curriculum vitae, each with a maximum length of three pages. Both documents should seek to address the specifications provided in the job description.

To subscribe to receive email updates about employment opportunities, send an email to [info@reprieve.org.uk](mailto:info@reprieve.org.uk) with 'Add to prospective employees' in the message subject line.

## Volunteering

Reprieve Australia is staffed almost entirely by volunteers, both local and international. Local volunteers work on discrete issues or campaigns and general administrative work. Overseas volunteers are sent to directly assist those facing the death penalty.

### Volunteer in the USA

Volunteers in the USA either help to represent death row defendants or work on research and litigation to advance reform of the justice system. Reprieve places volunteers with non-profit organisations to assist their staff and attorneys. These offices are predominantly in the southern states. Volunteers are placed for a minimum of three months. As the work is on a voluntary basis, there is no stipend provided for travel, accommodation or living expenses. Volunteers are placed for a minimum of three months at law offices dedicated to capital defence work in the USA.

If you're interested in applying to volunteer in the USA, check the website for more information.

### Volunteer in the UK

London volunteers work inter alia on case file management, investigation, administrative tasks, press and website development. Positions are restricted to applicants that can come into the office once a week for 6 months or three days per week for 3 months. Reprieve may require short-term volunteers from time to time, so it may be worth applying even if you cannot meet the minimum period. An application form should be completed and sent to [info@reprieve.org.uk](mailto:info@reprieve.org.uk). The office keeps all applications on a database of interested volunteers, and will inform applicants if a suitable position becomes available.

The London office also runs a summer internship program during which volunteers are asked to commit four days per week for 3 months. Applications open annually in March. Check [www.reprieve.org.uk](http://www.reprieve.org.uk) for details on the application process at that time.

The organisation takes applications for off-site volunteers based on their needs and the applicant's skills. To add your details to Reprieve's Skills Bank, send an email to [info@reprieve.org.uk](mailto:info@reprieve.org.uk) with 'Skills bank' in the message title, with a short summary of what skills you feel you could offer and your availability. Useful skills might include graphic design, legal expertise, financial skills, design or photography.

# UN ASSISTANCE TO THE KHMER ROUGE TRIBUNAL

## Key information

Address:  
PO Box 4678 (GCS)  
United Nations  
New York, NY, 10018  
USA

Tel: + 855 023 219 814 (Cambodia Office)

[www.unakrt-online.org](http://www.unakrt-online.org)

ECCC Address:  
National Road 4, Chaom Chau, Dangkao  
Phnom Penh  
Cambodia

UNAKRT provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC is a domestic court supported with international staff, established in accordance with Cambodian law. The Extraordinary Chambers in the Courts of Cambodia (ECCC) are part of the Cambodian court system. The Court applies Cambodian law, supplemented with international law. The ECCC has its own website (see below) which provides detailed information on the history of the court and updates of all recent ECCC activities, official statements and press releases.

Under the Terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers will bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, that were committed during the period from 17 April 1975 to 6 January 1979.

The subject-matter jurisdiction of the Extraordinary Chambers shall be the crime of genocide as defined in the 1948 Convention on the Prevention and Punishment of the Crime of Genocide, crimes against humanity as defined in the 1998 Rome Statute of the International Criminal Court and grave breaches of the 1949 Geneva Con-



## UNITED NATIONS ASSISTANCE TO THE KHMER ROUGE TRIBUNAL

ventions and such other crimes as defined in Chapter II of the Law on the Establishment of the Extraordinary Chambers as promulgated on 10 August 2001.

### Internships

The UNAKRT Internship Programme offers recent university graduates and postgraduate students an opportunity to work in the unique environment of this hybrid tribunal in Cambodia. Interns will have the opportunity to enhance their practical experience and their theoretical knowledge within one of the following offices of UNAKRT:

- The Offices of the International Judges of the Pre-trial Chamber, the Trial Chamber or the Supreme Court Chamber;
- The Office of the International Co-Prosecutor;
- The Office of the International Co-Investigating Judge;
- The Defence Support Section;
- The Court Management Section;
- The Public Affairs Section;
- The Victims Unit; and
- The Office of the Deputy Director of Administration/ Coordinator of UNAKRT.

The following table shows the upcoming standard internships. Internships are offered for a minimum period of 3 months with the possibility of extension up to a maximum of 6 months. The UNAKRT Internship Committee will only review and consider the applications after the deadlines indicated below. Please note that only short-listed candidates will be contacted and interviewed (via phone interview) for the internships.

There are four intakes a year:

Deadline for Applications	Internship Duration
28 February	1 July – 30 September
31 May	1 October – 31 December
31 August	2 January – 40 March
30 November	1 April – 30 June

Details of the internship program and the application form can be downloaded from the UNAKRT website, or by emailing the Internship Coordinator via the online link.

### Employment

UNAKRT does not accept direct employment applications. All submissions must be made using the official UN application process. To apply for positions in UNAKRT or other UN organizations please visit the United Nations Employment site. However the UNAKRT website will also advertise the positions available.

For more information on the ECCC, please visit [www.eccc.gov.kh](http://www.eccc.gov.kh).

# UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

## Key information

### International Office

Address:

Case Postale 2500  
CH-1211 Genève 2 Dépôt  
Switzerland

Tel: +41 22 739 8111  
[www.unhcr.org](http://www.unhcr.org)

### Australian Office

Address:

Suite 601, 66 King St  
Sydney NSW 2000  
Australia

Tel: (02) 9262 5377  
<http://www.unrefugees.org.au/>

UNHCR is a global organisation that leads and coordinates international action to protect refugees and other displaced persons. It achieves this through a variety of functions: fundraising, advocacy, capacity building, emergency response operations, devising sustainable solutions, monitoring and evaluation, and implementing its Global Needs Assessment. It concerns itself primarily with asylum and migration but also seeks to ensure environmental sustainability.

In the short term, UNCHR works with partner organisations in remote camps, border areas and capital cities to deal with refugee flows and the issues that frequently surround human migration on that scale: shelter, food, water, medical care, protection from sexual assault, and the specific needs of women, children, and the disabled and elderly. The legal protection of stateless or displaced persons is central to the work of the UNHCR, such that its role is to ensure that the rights of these people are protected in their country of asylum or residence and that refugees are not returned involuntarily to a country where they could face persecution. Furthermore, it works to support refugees as they return voluntarily to their homes, settle in their country of asylum or resettle in a third country.

## Working for the UNHCR

Positions may be in the UNHCR headquarters in Geneva, or in the field. Roles range from protection to programming or logistics. UNCHR staff are expected to be mobile and work in different locations during their career. Internal candidates are given first priority for selected posts, but this does not prevent motivated candidates from joining the organisation.

See the organisation's International Professional Roster for entry-level international professional positions. Such positions entail an application procedure as well as examination. Current vacancies can be found on the UNHCR website.

## Junior Professional Officer

The Junior Professional Officer (JPO) program is designed for young university graduates or young professionals and lasts for 2-4 years. Its purpose is to expose these individuals to the UNHCR's work, either in the field or in its Geneva headquarters. The program introduces participants to international humanitarian work and helps place them on their international career track.

Approximately 120 officers go through the program each year by virtue of sponsorship from their national governments. Some governments also provide sponsorship for JPOs from other countries under a Developing Country Scheme. The duration of the JPO assignment varies according to the sponsor government (in this case, Australia).

JPOs work in protection, humanitarian assistance in emergency and special programs, technical support services, or donor and external relations. The UNHCR looks for candidates aged 25-32, however the age limit may be waived in certain circumstances depending on the donor country. The UNHCR is looking for expertise in law, public administration and social sciences. Applicants must have a bachelor's or master's degree

in a relevant field and 2-4 years of relevant work experience. Candidates are also expected to have excellent knowledge of English and/or French, with fluency in other UN languages being an advantage.

Minimum requirements candidates must meet to be considered for the JPO program:

- Degree equivalent to a Bachelor's Degree or a Master's Degree in a field equivalent and/or relevant to the functions requested in the job description.
- At least two to four years of relevant work experience.
- Proficiency in English (spoken and written). Knowledge of a second language of the United Nations a strong asset.
- Computer literacy in standard software applications.
- Keen and demonstrated interest in the United Nations and humanitarian issues, in particular, and ability to live and/or serve in hardship locations.
- Ability to establish and maintain good working relations with people of different national and cultural backgrounds.

## Application Process

Governments are requested to earmark the JPO posts they can sponsor. A sponsor government then initiates its own recruitment search and pre-selection process. It then submits its nominations to the UNHCR for screening and evaluation. The UNHCR will organise interviews if appropriate. The domestic portion of the recruitment process may vary between sponsor countries.

Once a JPO candidate is selected for a particular vacancy, the sponsor government is informed and the candidate is recruited subject to the sponsor's provi-

## UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

sion of the necessary funding. JPOs are normally appointed at the P-2 level, but some governments limit their appointments to the P-1 level, at least in the first year. This grade, together with the location of the assignment and the JPO's marital status, will determine the estimated cost of supporting the selected individual. The number of places available to nationals of a sponsor country will therefore be determined by reference to the sponsor's total contribution and the aggregate cost of recruiting the individuals. For this reason some countries, like Australia, recruit on an ad-hoc basis.

New JPO recruits attend a 3-4 day induction course the UNHCR headquarters before moving to their respective duty stations. Other workshops, seminars and relevant training is made available to JPOs throughout their assignment.

Please note, there should be no expectation of ongoing employment with the UNHCR after the expiry of the JPO contract. However current and former JPOs who have served in the last 5 years are eligible to register with the International Professional Roster, which is used to fill job vacancies.

Currently, Australia does not have a JPO programme, but positions have been funded by the Australian Government on an ad-hoc basis.

### **International Professional Roster**

The International Professional Roster is designed to aid the UNHCR in filling entry-level international positions with motivated, qualified candidates. Roster candidates must be prepared to serve in field locations, particularly in difficult and/or non-family duty stations. International professional staff members are generally expected to rotate to different posts regularly.

The UNHCR looks for candidates who demonstrate qualities of integrity, professionalism, and respect for diversity. Entry-level positions are primarily in the organisation's key functional areas such as international protection; programme; administration; information technology; external relations and field security.

Currently, the International Professional Roster has not been launched for external applicants but is available for employees who have worked for the UNHCR or completed an internship. The UNHCR anticipates that the Roster will launch some time in 2011, but monitor the website regularly for updates.

Recruitment is based on the following:

- Professional experience and educational background;
- Commitment;
- Flexibility;
- Analytical and creative thinking ability;
- Team leadership; and
- Communication skills.

### **Application Process**

The procedures for application and acceptance onto the roster include an exam, interviews, background and reference checks, language test and functional clearance. An invitation to sit the exam is based on a candidate's application.

## Internships

The different departments of the UNHCR in the Geneva and Budapest offices offer internships to young people throughout the year. Some duty field offices also take on interns. The duration of internships normally lasts between 2-6 months.

Internships are offered depending on the availability of meaningful assignments and the needs and capacity of units/offices to receive and supervise interns. There is no deadline for sending in an application form.

The kind of work interns are offered depends on UNHCR requirements as well as the qualifications and interests of the applicant. Most interns work on a project which is mutually beneficial to the intern and the UNHCR, in fields such as refugee protection (legal), international relations, administration and public affairs.

There are two deadlines a year for applicants to apply: End of May for the period starting July and the end of October to start in January.

### Application Process

Applications must be submitted through their online applications system. Since not all offices have access to the central database, it is recommended that, in addition to the online application, requests for internships be also submitted by separate mail with a covering letter to the field/branch office concerned.

Applicants' details will be stored for six months. Managers consult the database when searching for candidates with specific academic profiles. If your application interests one of their departments, the relevant manager will contact you directly. The Division of Human Resources Management does not coordinate this process. If an applicant is not be contacted within six months of submitting his/her application, they may register again and the previous registration will be cancelled.

## Other General Vacancies

Generally, internal candidates are given first priority on posts advertised, but when there are no suitable candidates a post is advertised externally. All expert posts - those that require prior specialized qualifications and skills - are advertised internally and externally.

Candidates interested in applying for vacancies externally advertised should submit their application together with a completed Personal History Form (P11) via email to the Recruitment and Postings Section.

Under UNHCR's selection process only applications from short-listed candidates will be acknowledged. These candidates are then interviewed by a panel. Once a final selection is made, applications are referred to an appointments board for review and then sent to the High Commissioner for final approval.

Reference checks are then initiated and data provided on the successful candidate's P11 is verified. Medical clearance is also necessary. A Fixed Term Contract for one year is issued at the successful completion of this process. Further details on the contract are provided directly to the successful candidate.

Note that UNHCR does not charge any fee at any stage of the recruitment process.

## Australia

Note that the UNHCR has an Australian office in Sydney and offer full time work and a small number of internships.

There are paid jobs in Face to Face fundraising, and also office jobs for a small team of 25 permanent staff.

Continually monitor <http://www.unrefugees.org.au/get-involved/work-with-us> for any job opportunities.

# HUMAN RESOURCES



# PUBLIC SERVICE JOBS

Courtesy of University of Sydney Careers Centre

Government departments and social justice organisations generally prefer a hard copy of the application, resume and cover letter via postal services.

## Graduate Recruitment Programs

Have you considered a career in Federal, State or Local Government? Graduates from all disciplines are employed in the public service in a wide variety of roles.

The following information will be useful when considering public sector Graduate Recruitment Program roles or a public sector role independent of a Graduate Recruitment Program e.g. an entry level position in the Australian Public Service (usually Australian Public Service level 3 or 4).

For information on the difference between a Graduate Recruitment Program and a regular entry-level job after you've completed your course, see the detailed handout on the Graduate Recruitment page of the Careers Centre's website (<http://sydney.edu.au/careers>).

## Australian Government links

Australian Government website by portfolio and A-Z list by Department: <http://www.australia.gov.au/directories/government-sites-by-portfolio>

Australian Public Service Jobs website: <http://www.apsjobs.gov.au/>

Australian Government Job Search website: <http://jobsearch.gov.au/>

Government Australian Public Service Commission website has excellent information on applying for jobs in the public sector: <http://www.apsc.gov.au/>

## New South Wales Government links

Information and links to NSW Government recruitment: <http://jobs.nsw.gov.au/>

NSW Department of Premier and Cabinet website: <http://www.dpc.nsw.gov.au/home>

## Local Government links

For graduate recruitment programs: <http://www.chandlermacleod.com/lgradnsw/>

For local government council jobs in Australia and New Zealand (many graduate roles are advertised on this job board): <http://www.counciljobs.com/>

Local Government Jobs Board: [www.lgjobs.com.au](http://www.lgjobs.com.au)

Note: It's important to access the specific government department or agency's website to determine requirements, opening and closing dates, location, application forms and procedures.

# APPLYING FOR PUBLIC SERVICE JOBS

## Location of government jobs

Federal, State and Local Government jobs are usually advertised in the press and on the website of the specific agency. Most, but not all, Federal Government jobs are located in Canberra. New South Wales Government jobs are located throughout New South Wales, not just in the Central Business District of Sydney.

## Eligibility for employment

To save time and energy, check the advertisement for any conditions or exclusions before you apply. For example, is Australian citizenship or permanent residency a requirement of that department or that job?

Does the position have an anti-discrimination exemption to limit applicants to a particular group of people?

## Application forms

Many government organisations require applicants to complete online applications. Information on online applications can be found in the detailed handout on Job Applications on the Careers Centre's website ([http://sydney.edu.au/careers/applying\\_jobs/index.shtml](http://sydney.edu.au/careers/applying_jobs/index.shtml)).

## Getting all the information

Advertisement for public service jobs contain brief information about the position's location, responsibilities, level/grade and associated salary. The designated level or grade takes into account the role's degree of responsibility and complexity.

You'll find a reference number for the position in the job advertisement and this must be quoted in all correspondence relating to the position. The advertisement will indicate a closing date for applications. Make sure you give yourself plenty of time to prepare and send your application so that it's received by the closing date.

Ensure that you download any available position information package about the position vacant from the department's website. The information package includes a statement of duties for the position and general information about the department.

Advertisements for public sector positions generally include a contact officer and number. It's important to ring the contact officer to ask for any additional information that can be provided in relation to the vacancy, the department or division, and the program area where the vacancy is located. If you require clarification after reading the material you have downloaded, speak to the contact officer.



## **Selection Criteria**

Applicants for positions in the Local, State or Federal Public Service are usually asked to 'address the selection criteria'. This is an extremely important aspect of the application process. Applications which do not address the selection criteria will generally not be considered.

The essential and desirable criteria are usually stated clearly in both the advertisement and in the information package.

- 'Essential Criteria' refers to skills, qualifications, experience and /or knowledge that are absolutely required in order to successfully fulfil the role. If applying for a public service role you need to ensure that you possess all of the Essential Criteria.
- 'Desirable Criteria' refers to skills, abilities, qualifications and/or experience that would assist you in fulfilling the role, but are not absolutely imperative.

# HOW TO ADDRESS SELECTION CRITERIA

Courtesy of University of Sydney Careers Centre

## What are Selection Criteria?

Selection criteria are specific job requirements describing knowledge, skills, qualifications, experience and attributes identified by selectors as important for effective performance in a particular job.

These specific job requirements are used to objectively and consistently assess applications and shortlist suitable candidates for interview. They also assist in choosing the candidate who ultimately gets the job. Selection criteria common to many graduate jobs include:

- Planning and organising
- Ability to work as part of a team
- Excellent written and oral communication skills
- Problem-solving skills and analysing data

## Why address selection criteria?

Having candidates address identical selection criteria assists organisations with recruitment-related Equal Employment Opportunity considerations.

For you as the candidate, addressing selection criteria clearly and effectively increases (although doesn't guarantee) your chance of an interview.

Your completed application is also useful for interview preparation, as interview questions will be based on the selection criteria for that role.

## Private roles

Private organisations usually require the applicants to address selection criteria in the online application form and/or the cover letter.

Your resume should also be tailored to match the skills required.

Selection criteria are usually stated in the job advertisement; however, because some advertisements are very short, you may need to read between the lines, e.g. if the advertisement mentions 'an energetic ideas person' the selection criteria might include initiative, leadership ability, creativity or all of these.

If the advertisement does not specifically list selection criteria then imagine yourself as an employer describing the ideal candidate for that position, and tailor your letter and resume accordingly.

If the advertisement gives you the name of the employing organisation, refer to its website for possible information on the skills and attributes that organisation values.

To address selection criteria, write about the skills and knowledge gained through your degree, work experience, extracurricular activities and other activities you have been involved in, ensuring that you relate these to each criterion, where relevant. You need to give the employer specific examples skills. For more information about what to include in a letter, more information on cover letters is found on page 167.

## Graduate recruitment roles

Employers offering graduate programs will usually participate in on-campus activities such as careers fairs and employer presentations. This is your chance to clarify information about their organisation and selection criteria.

You'll also find useful information about selection criteria in the graduate recruitment section of the employer's website and in graduate recruitment literature at the Careers Centre.

## Public sector and other roles

It is more common for public sector positions and those in health, welfare, professional associations and educational institutions to clearly state selection criteria in the job advertisement.

You can often obtain further information, such as a duty statement or detailed list of selection criteria, on enquiry.

The application you send is likely to consist of:

- Cover letter;
- Resume; and
- A separate document called 'Statement of Claims against Selection Criteria', or 'Statement of Claims' outlining specifically how you meet the role's requirements.

If asked to submit a Statement of Claims or similar document, you must do so to have any chance of an interview. If you do not provide a statement for each criterion the recruiter is not able to make an assessment of your suitability for the role.

Selection criteria are classed as either essential/critical or desirable. All essential criteria must be met to reach the interview stage. For highly sought-after positions, desirable criteria are also considered. See the section

below about How to write a Statement of Claims.

## Making a good first impression

If the advertisement includes a contact name and number (or an e-mail address), contact this person to discuss the vacancy.

For government positions and some private sector organisations you may be able to first download an information pack containing a duty statement, list of selection criteria and other useful information from the organisation's website.

Whether or not you believe the contact person is one of the selectors, it's important to make a good first impression:

- Before you call, research the organisation and be prepared to talk about how you meet the main criteria, as you may be asked some questions about your experience.
- Indicate your enthusiasm and clarify any areas where you have questions.
- If possible and appropriate, ask if you can visit the organisation and have a look.

If no contact details have been included in the advertisement, use your judgement as to the selection criteria and address them in your application.

## How to write a Statement of Claims

To begin your Statement of Claims, open a new blank document and include your name as a header on each page, with your contact details on the first page. Use the title the organisation has given this document and include the job title and the reference number, if applicable.

List criteria as headings in bold print, and address each criterion in a couple of paragraphs or a list of bulleted

## HOW TO ADDRESS SELECTION CRITERIA

points (provide more information if requested). For criteria with more than one part e.g. 'Effective Written and Verbal Communication Skills', ensure you address each part.

Deal with the criteria in the same order as in the advertisement or duty statement.

If you've been provided with the relative weighting of criteria, give more detail for the more important ones.

Use clear language with specific and relevant examples from your current or past work (paid or unpaid), university, extra-curricular activities or other experience. If you have experience in tasks mentioned in the advertisement and/or other documentation, they're good examples to use.

Quantify your experience or skills if you can, e.g. 'three years experience in creating monthly budgets using Microsoft Excel.'

Use action-oriented words e.g. 'assessed', 'implemented', 'organised', 'developed', and include the results of these actions.

A good way of addressing selection criteria is to use the STAR formula:

Situation - where, when and context of your example

Task - the task or problem to be solved

Action - how you solved the problem, fulfilled the task or handled the situation

Result - the outcome achieved as result of your action/s

To see an example using the STAR formula, visit the Bureau of Meteorology website ([www.bom.gov.au/careers/guide2SC.shtml](http://www.bom.gov.au/careers/guide2SC.shtml)).

## Further Information

You can find further information in the book 'How to Address Selection Criteria' by Dr Ann Villiers, in the Careers Resource Centre.

For information about applying for jobs in the Australian Public Service, including a Fact Sheet on addressing Selection Criteria, visit the Public Service Commission link at

<http://www.apsc.gov.au/publications07/crackingthecode.htm>.

# WRITING A COVER LETTER

The cover letter is the means by which an employer will gain an initial impression of a candidate. Hence it will be the key ingredient to ensure your application stands apart from other applications. The primary purpose of a cover letter is to secure an interview, and many organisations have stated that a well-written cover letter is just as important as the resume.

There are a number of significant reasons for a well thought out and written cover letter, including:

- It is the first introduction of the candidate to the organisation;
- It links the skills, abilities, and experience of the candidate to the position applied for;
- It highlights how the candidate can contribute to the organisation;
- It demonstrates effective communication skills, and the ability to write clearly; and
- It emphasises that the candidate has conducted research into the organisation, has knowledge on the nature of the position, and has conducted a thoughtful analysis of their qualities in addressing the selection criteria.

It is crucial to remember that emphasis must be given to how the candidate can contribute to the organisation, and not what the candidate is expecting from the organisation.

## Structure

Cover letters should begin with the date in the upper right hand corner, followed by your name, address, contact phone number and email address. The next information to include is the name of the contact person, their position within the organisation, the name of the organisation, and the address of the organisation.

## Salutation

Always begin the letter with Dear [name of contact person], as it is best to avoid “Dear Sir/Madam” or “To whom it may concern,” as it demonstrates that the candidate cannot ascertain the name of the relevant person. For the purpose of graduate/ internship programs, it is acceptable to use: “Dear Head of Graduate Recruitment.”

## Heading

State the name of the position you are applying for, and a reference number (if applicable).

### Paragraph 1: Introduction

This paragraph serves as your introduction, and states the position you are applying for, and where the advertisement was placed.

## WRITING A COVER LETTER

### Paragraph 2: Meeting the Criteria

This paragraph outlines your skills and qualification in terms of meeting the selection criteria. Evidence should be provided by describing your experience and can be shown through your employment history, extracurricular activities, and volunteer positions you have held.

### Paragraph 3: The Organisation

This paragraph should focus on why you are interested in the role and the organisation. Ideally, you should have conducted research into the organisation through their webpage and industry contacts, and an awareness of the organisation in news headlines is worthy of mentioning.

### Paragraph 4: The Result

This paragraph should mention your availability for an interview, and conclude that on the basis of outlined skills and experience you would be pleased to be considered for an interview. Thereafter, thank the person addressed for their time, and state that you look forward to hearing from them.

### Tips to consider

- Plan your cover letter well in advance before you start writing
- The key message underpinning the cover letter is why you are the most suitable applicant for the role. For example, identify strong points in your personal qualities, skills, work/life experience and academic achievements
- It is absolutely necessary to tailor your letter to each organisation
- Make sure you are familiar with the organisation and the selection criteria which must be addressed in the cover letter
- Make reference to the aspects of the firm which you find interesting, such as areas of practice that appeal to you, or the values and culture of the organisation
- The writing style of a cover letter should be clear and simple, as the use of colourful adjectives and phrases can detract from conveying a strong message
- Be sure not to repeat information from the website or brochures of the firm
- Keep the cover letter to one page, with approximately four brief paragraphs to demonstrate that you are focused and concise
- Meticulously check spelling, grammar and punctuation

# WRITING A CV/ RESUME

A Curriculum Vitae (CV) or resume is primarily a summary of various components in your life to date with emphasis on education, employment history, skills and experience, extra curricular activities, hobbies and interests. It can be seen as a marketing tool which should be tailored accordingly to highlight your suitability and experience that is relevant to the area of employment you are targeting.

Taking into account the purpose of a CV is to ensure an offer for an interview with the prospective employer, it is important to consider the format and content, and as such a successfully drafted CV will take considerable time and effort to construct.

## The Basics

Some basic points to remember when writing your CV/resume may include:

- Use relevant and professional language.
- Key words highlight your skills and qualifications, such as achieved, delivered, negotiated, organised, and supervised. Key words are equally important during the 'screening' of CV's as some organisations filter through applications via an electronic process seeking these words.
- There is no single correct format /style to use, however the chosen format/style must be consistent throughout the CV.
- Using 12 point font in Times New Roman ensures the CV is legible.

- Use headings to divide the CV into appropriate sections such as career objective, education, work experience, hobbies and interests.
- Use short sentences and bullet points, rather than dense paragraphs of text.
- Leave a comfortable margin on all sides.
- Keep the CV between two to three pages in length.
- Get a family member or a trusted friend to proof-read your CV.
- Don't forget to include your name, address, phone, and email details in the main heading.

## Elements of a Successful CV/Resume

A CV or resume is typically made up of a number of elements which provide prospective employers a glimpse into your background when reviewing an application. The following is an outline of these elements, although it is important to keep in mind that, while some elements are deemed as essential, others are optional.

### Personal Details

This section outlines your full name (including a preferred name if any), home and/or correspondence address, telephone number, and email address.

## WRITING A CV/RESUME

### Career Objective

This section is a brief paragraph that informs potential employers of your intended career direction and field of interest, and the skills you can offer to the employer. Primarily, this serves to inspire the reader to review and analyse the remainder of your CV, and therefore, it is important to be specific, factual, and use short sentences.

### Education and Academic Achievements

For most students, education is the most important element, since their relevant work experience is likely to be minimal. If, however, you do have extensive and relevant work experience, feel free to include that section first. This section includes your course of study in reverse chronological order, indicating the name of the course, institution, and period of study. Undergraduate students should include details of secondary study as well (including their university entry mark if it was exceptionally good). It is advisable to include any academic achievements, honours, awards or scholarships you have received during your education, and may also include your GPA or WAM.

### Work Experience

This section is to include your job title, start/finish dates of employment, name of employer, location, duties and responsibilities, and any specific accomplishments you may wish to address. Once again, these listings should be in reverse chronological order, and ensure that you extract your skills and achievements from each position using sentences with strong action words. Highlight the manner in which you contributed to previous positions, and quantify your accomplishments where possible. It is important that you do not merely list a point form of your duties.

### Extracurricular Activities

This is the section to address your involvement in extra-curricular activities at school, university and in the broader community, particularly highlighting the use and development of certain skills such as leadership and teamwork. Examples may include involvement in university societies, mooting or other competitions, sporting teams and community work.

### Interests

This section allows you to demonstrate that you are a well-rounded person capable of balancing work and study commitments with your other interests, such as reading, researching, or playing tennis.

### Referee

At the end of your CV or resume, it should state that “referees are available upon request,” and referees should only be submitted if specifically requested by the employer. Referees should include the name of the contact person (such as your supervisor or manager), their title or position, the company name, and contact number. Any referees you include must be able to comment on your work or skills in a professional environment (thus, close family friends and acquaintances should not be included as a referee if at all possible). If you are going to include someone as a referee, make sure you ask them for permission first (out of courtesy), brief them on the position you are applying for, what the position requires, and the skills the employer is looking for.



# ATTENDING THE INTERVIEW

An interview is the culmination of your job search efforts. If you are invited for an interview you know that you have been successful in creating an interest in yourself – your background, experience, skills and abilities.

The interview itself gives you the opportunity to reinforce the positive impression that has already been created. You need to respond to the questions asked, relating them back to the interviewer's needs. You should elaborate on the achievements already stated in your CV/resume and explain how you will contribute to their organisation. However, it is also an opportunity for you to learn more about the firm and the position. An interview is a two-way process in which both you and the interviewer are selling and evaluating.

Employers, in order to separate the wheat from the chaff, now utilize more than just the traditional one-on-one interview. Most law firms rely on a standard structured interview, in addition to the group interview and the informal interview. If you apply for investment banks, prepare for psychometric testing and likewise with management consultancy firms and case interviews.

## Prior to the interview

The interview process is designed for both you and the organisation to get to know each other. It is vital to research and understand the way the organisation works before the interview itself.

## Examining the organisation

As a starting point, the organisation will want to see that you demonstrate an interest in their firm and desire to be a part of it. It is important to do some research on the organisation, including Partners or Directors, especially if they will be interviewing you prior to the interview. What you learn through the research process will assist in helping you identify the culture of the organisation and what the organisation may be looking for in its employees.

## Areas of Research

### Websites

Websites are a great tool for gathering up-to-date information regarding employee profiles, practice areas, organisational structure, values and mission statements, and details of the position. The websites of organisations have various sections which can assist you in terms of preparing for interview questions and in answering application questions online, such as "Value Statement" and "Our People".

### Media

Media searches can also assist in gathering information about recent and/or current deals, enterprises or matters an organisation has recently been involved in. They also provide a broader indication of an organisation's place in the business or community landscape. The Australian Financial Review has a "Legal Affairs"

## ATTENDING THE INTERVIEW

section every Friday, which gives an excellent overview of current legal issues.

### Personal

A more informal, but very effective, method of gauging information about an organisation is to talk to people who are currently employed, or have worked there. This is often the best way to find out what a firm is really like. It is also worth talking to some experienced legal professionals so you can better understand what, for example, a plaintiff law firm, corporate law firm, boutique IP practice, or government organisation looks for in their graduates, as they will all be looking for different attributes.

### On the day of the interview

First impressions are lasting ones! Be sure to follow these helpful tips:

- Ensure your clothes are clean, neat and professional (especially for the ladies: be careful not to go overboard with make-up, jewellery and perfume, remember less is better)
- Prepare all relevant documents such as your transcript, references, awards, etc.
- Be certain to practice answering questions about past behaviour, which help demonstrate your competencies, known as Behavioural Event Interviewing
- Be prepared to share examples of your achievements, failures or past behaviours and discuss them in some detail
- Ensure you can describe a situation, the challenges faced, the action you took, and the outcomes of your action

### Arriving at the interview

Punctuality is crucial and you should aim to arrive at the interview ten minutes early. In the event you are late due to unforeseen circumstances, be sure to contact the organisation and apologise for your lateness with a brief explanation, and provide them with an estimated arrival time. Be pleasant and courteous to the receptionist as you never know who is sitting behind the desk, or how they may influence the interviewer's decision.

### Meeting your interviewers

When you are introduced to those who will be conducting the interview, be sure to shake hands with a smile. It is vitally important to remember their names, and address them accordingly during the interview. This is also relevant during "small talk" which interviewers often use to break the ice. Just remember to be yourself, relax, and enjoy the experience.

### Body language

The topic of body language must not be underestimated, as without having uttered a simple word, you have already made a lasting impression merely by your body language. To be relaxed, professional, and maintaining eye contact throughout the interview are key points. Eye contact is fundamentally important and will help to convey your interest, confidence and credibility. If there is more than one interviewer, try and make eye contact with everyone in the room, even if one person seems to be doing all the talking. Occasional eye contact with the other interviewers will establish a connection with them and will involve them in the interview, even if you are not answering their questions.

### Listening and talking

The ability to listen is important in any position and you will be demonstrating your listening skills based on how you answer interview questions. Listen carefully to the question being asked, and answer the question by providing detailed answers, which demonstrates that you can fully articulate your ideas.

Taking into account that the aim of an interview is to assess your suitability for the role, both in professionalism and your personality, an interviewer will seek to include the following key features:

#### Experience

The organisation will be looking for relevant experience or other life experience that may be appropriate for the role, such as experience in research or dealing with people. It is important at this stage to convey what you have achieved in your life that will set you apart from your competition and makes you the perfect candidate for the role. Remember to draw on areas outside of employment such as extra curricular activities, voluntary roles etc.

#### Communications and listening skills

Your ability to express yourself orally in a complete yet succinct way, which follows from your ability to listen to the questions asked, will be keenly observed by the interviewers. Being verbose may mean your written communications will be wordy, so how you communicate orally will be important in many ways.

#### People skills and confidence

Your ability to develop a rapport with the interviewers will be important, as this will be seen as a reflection of your ability to deal with colleagues and clients alike. While it is hard to be confident when you are nervous, it

is important to be as relaxed as possible so that you give the impression of being reasonably self-assured. Again, employers are looking for candidates who will be able to interact with their clients and represent the organisation, so confidence is important.

### Completion of interview

It will reflect well at the conclusion of your interview if you further demonstrate your genuine desire for the position by commenting with a short sentence such as "thank you for your time, the position sounds very interesting and I do hope to hear from you favourably". This will be seen as a positive expression of your interest.

Remember, not all positions you apply for are right for you. The purpose of the interview is to help sort out if the 'organisational fit' is right in terms of matching the position and organisation with your personal values. You must ask questions that are important to you to determine whether the position is what you are looking for and whether you will be happy with the firm and its culture.

If you suffer several rejections, try not to take it personally. Interviewing is very much a skill that comes with practice, so treat your interviews as a learning experience and be sure to reflect upon it as a stepping-stone, and use it towards positive growth.

# INTERVIEW QUESTIONS

## **Typical interview questions**

Try to think of a few answers to these typical questions before going into your interview. You may even wish to practice answering them out loud. This way you will appear calm, prepared and capable when you receive a similar question in the interview.

### **You have chosen to pursue a career path in criminal law, what aspects of criminal law have captured your interest?**

The key to answering any question, including this one is quite simply to be honest.

### **What do you think sets you apart from other applicants?**

Answering this type of question requires self confidence and an ability to assess your own capabilities. This question provides the opportunity to highlight your best qualities for the role.

### **How have you demonstrated leadership skills within a group situation?**

This is the perfect question where you can describe your leadership skills in terms of a specific event. Remember to outline what the situation was, the task required, the action taken, and the outcome.

### **What has attracted you to this organisation?**

To best answer this question, be certain to research the website of the firm and consider the future direction of the firm.

### **Could you describe a time when you were faced with a difficult problem, how did you approach it?**

These questions are great in highlighting your ability to face a difficulty, address the situation, and apply your problem solving skills.

### **What type of activities do you participate in outside of your studies?**

These questions are designed to relax you and to place you into a zone of comfort, allowing you the opportunity to outline your ability to multi-task. For example, if you have been playing a sport or volunteering for your local community while working part time, this shows that you can manage your time effectively.

### **Describe a time when you have had to meet a difficult deadline, and how did you approach it?**

This question is asking you about your time management skills and ability to work to a deadline, and offers an opportunity to demonstrate your ability to work under pressure.

### **What specific skills can you contribute to this position?**

This is another opportunity for you to highlight the skills you have gained from your previous employment and why you perceive them to be important for the position.

### **Describe a time when you have been part of a team and were confronted with a difficult situation?**

Teamwork is universally acknowledged as very important, so it is vital you can demonstrate that you can work cohesively with other people to produce a collective product.

### **What are the core values of this organisation?**

This form of question is your opportunity to demonstrate you have conducted research into the organisation, and provide examples of how you have applied such values in your life.

### **Where do you see yourself in the next five years?**

Answering this type of a question requires care and effort, as in most cases the organisation seeks evidence in your answer of your long-term commitment to the role.

### **What do you regard to be your strengths and weaknesses?**

This is a common question that you must be prepared for. You should be aware of your strengths and weaknesses well enough to give an answer that is self-analytical. When addressing weaknesses, be certain to link it with how you have applied yourself towards improvement.

### **Why did you fail a unit?**

The first thing to remember is that a fail is not the end of the world! Be honest and explain your reasons for the fail, such as illness, death in the family or full-time work, this is the perfect opportunity to express what you have learnt from it.

### **Interview pitfalls to avoid**

- Late for the interview
- Poor manners
- Addressing the interviewer by the wrong name
- Lack of cleanliness and hygiene
- Improper dress code
- Presentation of CV/resume and related documents are poorly organised
- Lying when answering questions
- Inability to listen and consequently not answering the questions appropriately
- Slouching, mumbling, and avoiding eye contact
- Making general statements that lack substance
- Talking too much, or not enough
- Abbreviating or using conjunctions
- Having little/no knowledge about the organisation
- Making derogatory remarks about your previous employer

## INTERVIEW QUESTIONS

### Questions to ask the interviewer

Quite often, at the conclusion of an interview you will be provided with an opportunity to ask any questions you may have. As a general rule, ask questions to which you genuinely want to know the answer, and keep it within the boundary of the role and the organisation. This is your opportunity to learn things about the organisation which may not have been available from brochures or the website.

Example questions you could ask include:

- Is there a typical day for this role, and if so what does it involve?
- How is the health and well-being of employees encouraged in the organisation?
- How is work/life balance encouraged in the organisation?
- How are long-term career opportunities encouraged in the organisation?
- How is performance management conducted?
- How often is feedback provided?
- How is employee performance rewarded?
- What are the key responsibilities for this position?
- Does the organisation have policies in place for ongoing/further studies?
- How relevant are high grades to that of prior work experience and extra curricular activities of candidates?

# POSTSCRIPT

The importance of providing law students with information about social justice careers has become abundantly clear to SULLS in recent years. Student interest in pursuing less traditional career paths is very high, and there is a clear desire to find out more about the opportunities on offer.

It is for this reason that I am very proud to have been involved in the publication of Publicly Interested this year. This guide represents a lot of hard work, and is a fantastic, comprehensive guide to the kinds of career and volunteer options available to law students.

I would like to thank everyone who has contributed to the publication of the guide, as it certainly would not have been done without their efforts. In particular, I thank Alexandra Chappell and Clementine Rendle for their stewardship of the project. I also thank the editors, Melanie Nasser and Patrick Weller, for their work. Finally, I thank Luke Reeves, whose design capacity enables the publication to be something that people genuinely want to read and use.

I hope that you find Publicly Interested useful and that it contains all the information you need to pursue your passion for social justice.

*Jackson Wherrett*

SULLS Publications Director 2011



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