

Information for student volunteer applicants

How do I apply?

Send your cover letter and resume to macarthur_admin@maclegal.net.au. Your cover letter should address who you are and why you are interested in volunteering, while your resume should outline your relevant qualifications, experience and skills.

What happens after I apply?

We consider your resume and cover letter, to assess whether you may be suitable for a position. At the first stage of our recruitment process we consider academic qualifications/performance and relevant skills/experience, as well as demonstrated commitment to community service.

If we think you might be suitable we will ask you to attend a formal interview – like an actual job interview. During this interview, you will be asked a series of questions, which we use to assess your suitability.

Generally, applicants must satisfy the following selection criteria:

1. Strong and consistent academic performance;
2. Excellent written and verbal communication skills;
3. Demonstrated ability to work with difficult clients;
4. A genuine commitment to serving the community; **and**
5. Demonstrated ability to work effectively as a member of a team.

If we need help with 'specific' tasks in the office, we may look for additional qualities in volunteers. For example, if we needed help with data-entry, we would consider experience working with databases and data entry skills.

What do I get out of volunteering?

Our volunteers boost our capacity to provide legal services to the community, and we are extremely indebted to them for their gifts of time and energy. In return, our volunteers are treated as one of the team, and we offer them the following in return:

1. One-on-one mentoring by senior solicitors (i.e. we are committed to helping our volunteers grow as people and as competent/responsible legal practitioners).
2. Real-life legal work experience (which is likely to impress prospective future employers).
3. For PLT students, the opportunity to work on legal cases under the supervision of a solicitor.
4. Experience performing a variety of administrative tasks, including: answering phones, taking messages, copying, drafting documents, data entry tasks etc.
5. Experience communicating and working with a wide range of people, including: clients, other service providers, government agencies, solicitors etc.

6. Experience working as an effective member of a team.
7. Experience drafting a wide range of documents, including general correspondence, legal and court forms etc.
8. Ongoing training opportunities

Do all applicants get a position?

Due to the high number of applicants, the limited number of places available and the large investment we make in our volunteers, we necessarily have a stringent recruitment process. This means that not all applicants will be offered a place. If you are not selected, it just means that your skills/experience do not meet our requirements right now and/or that there were other applicants who better met the criteria. We do, however, appreciate all applications and encourage anyone interested in a place to apply.