

Position Description

Volunteer Research Assistant – Legal and Policy

Role Title:	Volunteer Research Assistant – Legal and Policy
Location:	Inner West
Volunteering Period:	Ongoing or project specific as agreed
Start date:	As soon as possible
Time commitment:	1-2 days a week on site or remotely as agreed. Minimum period 3 months, with a possibility to extend for the right candidate.
Reports to:	Legal & Policy Officer

About

Rape & Domestic Violence Services Australia supports people affected by sexual, domestic or family violence.

We offer expert, confidential telephone, online and face to face counselling to people of all genders who have experienced sexual, domestic or family violence, and specialist help for their supporters and those experiencing vicarious trauma.

We advocate with governments, the media and the community to prevent and put a full stop to violence, and to improve the response clients receive when it occurs. We also provide best practice training and professional services to support frontline workers in the sector.

Position Overview

We are looking for Volunteer Research Assistants to join our team. The Volunteer Research Assistant will support our Legal & Policy Officer to prepare written position papers, briefing papers, reports, and submissions to Government and non-Government inquiries in relation to various policy and law reform issues and also provide support to the Legal and Policy Officer's in-house legal advice function.

The volunteer will work collaboratively with the whole team to drive change in the sector and advocate on current issues relating to sexual, domestic and family violence at a state and federal level. This position may be for a specific project or period as agreed.

Key Responsibilities

- Legal and socio-legal research for systemic advocacy and to assist with in-house and client queries.

- Participating in training and development opportunities with the Legal and Policy Officer.
- Assisting the Legal and Policy Officer to develop in-house resources for staff such as training manuals.
- Attending meetings with the Legal and Policy Officer where appropriate and taking detailed notes.
- Performing miscellaneous job-related duties as assigned

Skills and Experience

- Currently studying an undergraduate or postgraduate degree in law. Applicants who are currently studying combined degrees (or who have previously completed other degrees in) gender studies, criminology or a related field are strongly encouraged to apply. Applicants should be in their last or second last year of study or be able to demonstrate how their previous skills and experience are relevant to the role.
- Proficiency in Microsoft Office utilising Mac or PC
- Excellent verbal, written and interpersonal skills
- Good time management and organisational skills
- Socio-legal research and writing skills
- Understanding and willingness to learn about the causes and consequences of sexual, domestic and family violence from a feminist perspective.
- Understanding and willingness to learn about how sexual, domestic and family violence affect diverse communities, including Aboriginal and Torres Strait Islander communities, people with disability, culturally and linguistically diverse communities and LGBTIQ communities.
- Understanding and willingness to learn about legal responses to sexual, domestic and family violence across the civil and criminal systems of justice, family law, child protection, victims support schemes, and other related areas such as human services and migration law.

Professional and Personal Attributes

- Operating in a manner that is ethical and professional
- Commitment to the vision and purpose of Rape & Domestic Services Australia, including intersectional feminism
- Uphold respect for diversity, equality and social justice.
- Dynamic, flexible and positive approach to tasks
- Ability to work autonomously
- Model respectful and collegial behaviour and manner at all times in the workplace

Other requirements of the role:

- Successful applicants will be required to undertake Working with Children and National Criminal Records Checks.

We strongly encourage women, Aboriginal and Torres Strait Islander, culturally and linguistically diverse, LGBTQIA+ and people with disabilities to apply.

How to Apply:

Please email all questions to jobs@rape-dvservices.org.au
To apply, click the below link and send in your resume and a cover letter addressing the skills and experience required for the role, attention Laura.
<https://rapedvservices.elmotalent.com.au/careers/rape-dvservices/job/view/13>

We will be in contact with successful applicants to arrange interviews. Together let's put a full stop to violence.

Declaration

I understand and accept the responsibilities as outlined

Incumbent's Name:	Signature:	Date:
CEO Name:	Signature:	Date: