

## Volunteering

Salvos Legal is the Salvation Army's world-first not-for-profit law firm operating to serve those most in need in the provision of access to justice. Salvos Legal Humanitarian operates a self-funded model where funds generated by its sister firm, 'Salvos Legal', are allocated to the operations of Salvos Legal Humanitarian.

We consider our volunteers to be an invaluable part of our operations. Without our volunteers we would not be able to service the needs of our humanitarian clients who come from diverse communities and regions across New South Wales. We also appoint volunteers to our commercial practice, who assist us in delivering competitively priced legal services to government, corporates and other institutions.

As a volunteer within Salvos Legal you will be given the opportunity to expand your knowledge and experience, be mentored by experienced administrators, solicitors and migration agents, and gain great satisfaction from your achievements.

## Areas of Practise

### Advice Bureaus

Solicitor, Paralegal, Administrative Assistant and Interpreter volunteers attend our Advice Bureaus in Sydney and Brisbane to assist in the delivery of free legal advice to clients in the areas of family, immigration, refugee, child protection, criminal and administrative law.

### Headquarters

Salvos Legal (the commercial firm) provides non-litigious, transactional property, wills and estates, and commercial advisory services to fee paying clients operating out of our Headquarters in Sydney. Salvos Legal Humanitarian practises in the areas of family, immigration, refugee, child protection, criminal and administrative law. We commonly appoint volunteers at our Headquarters to the position of Law Clerk within either firm.

Solicitors interested in volunteering at our Headquarters are able to undertake internships in either the commercial or humanitarian firm. The internship involves a four month full time placement on a voluntary basis, where solicitors work on commercial or humanitarian matters under the supervision of Partners of the firm. These positions are advertised on the College of Law website from time to time.

Volunteer appointments at our Headquarters in other capacities than those listed above are determined on a case by case basis. If you fall into this category, please outline your circumstances in your cover letter.

## Submitting your Expression of Interest

All expressions of interest are considered on a quarterly basis and you will be contacted if successful. Please note that documentation sent by post will not be considered.

To express your interest in a volunteer position with Salvos Legal please submit the following documents:

1. Completed Expression of Interest Form;
2. Brief cover letter (no more than one page); and
3. Your curriculum vitae.

Please ensure all attachments contain your full name in the file name. Please send your expression of interest by email, with the subject line 'Volunteer Expression of Interest: [Your Name]', to:

Volunteer Co-ordinator  
Salvos Legal  
By Email: [volunteercoordinator@salvoslegal.com.au](mailto:volunteercoordinator@salvoslegal.com.au)

We thank you for your interest in a volunteer placement with Salvos Legal.

## Volunteer Positions

Outlined below is a description of each of the volunteer positions available as well as the various locations and teams in which we appoint volunteers. If you are interested in volunteering at an Advice Bureau, we recommend you review our [website](#) for details of locations and times of operation of the relevant Advice Bureaus.

	Advice Bureaus	HQ: Humanitarian	HQ: Commercial
Solicitor	<p>Provide legal advice to clients in family, immigration, refugee, child protection, criminal and administrative law, or other civil matters.</p> <p>Obtain factual information from clients and review documentation in immigration matters.</p>	<p>Provide legal advice to clients in family, immigration, refugee, child protection, criminal and administrative law, or other civil matters.</p> <p>Undertake case work with respect to matters where Salvos Legal is acting on behalf of the client.</p> <p>Note: These positions are advertised on the College of Law website when available. Solicitors at HQ are usually appointed as part of an internship for a period of four months on a full time basis.</p>	<p>Provide support to staff within the commercial firm with respect to commercial leasing, conveyancing, wills and estates and commercial advisory matters.</p> <p>Note: These positions are advertised on the College of Law website when available. Solicitors at HQ are usually appointed as part of an internship for a period of four months on a full time basis.</p>
Registered Migration Agent	<p>Provide immigration advice to clients and review documentation in immigration matters.</p>	Not applicable.	Not applicable.
PLT/Law Student (Paralegal)	<p>Meet and greet clients, whilst also assisting them with the completion of their information and advice sheet. Retrieving and filing client files.</p> <p>In certain Advice Bureaus, assist solicitors or registered migration agents with research or obtaining facts from clients during appointments.</p>	<p>Meet and greet clients, answer telephones, assist office manager and solicitors with administrative tasks. Retrieving and filing client files.</p> <p>Limited legal research and drafting in humanitarian practice areas.</p>	<p>Meet and greet clients, answer telephones, assist office manager and solicitors with administrative tasks. Retrieving and filing client files.</p> <p>Limited legal research and drafting in commercial practice areas.</p>
Administrative Assistant	<p>Meet and greet clients, whilst also assisting them with the completion of their information and advice sheet. Retrieving and filing client files. Preparing refreshments for clients.</p>	<p>Meet and greet clients, answer telephones, assist office manager and solicitors with administrative tasks. Retrieving and filing client files.</p>	<p>Meet and greet clients, answer telephones, assist office manager and solicitors with administrative tasks. Retrieving and filing client files.</p>

1. Your Details

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Qualifications/Experience/Position

Solicitor (admitted to practise)

Registered Migration Agent

Law Graduate

Administrative Assistant

Law/PLT Student

Other:

Do you have a right to work in Australia?

Yes

No

If you are a solicitor, do you hold a practising certificate?

Yes

No

If you are a PLT/Law Student, when will you complete your studies?

\_\_\_\_\_

2. During which quarter would you like your application to be considered?

January – March

April – June

July – September

October –December

3. Where and when would you like to volunteer?

Sydney Headquarters (Weekdays)

Commercial Firm

Humanitarian Firm

Advice Bureaus – Humanitarian Only (Refer to [www.salvoslegal.com.au](http://www.salvoslegal.com.au) or the Advice Bureaus brochure for details)

New South Wales

Queensland

Victoria

Auburn (Monday Evenings)

Goodna (Weekdays)

Sunshine (Weekdays)

Lakemba (Tuesdays)

Stafford (Monday Evenings)

Dandenong (Friday afternoons)

Campsie (Tuesday Evenings)

Slacks Creek (Monday Evenings)

Brunswick (Thursday Evenings)

Parramatta (Thursday Evenings)

Spring Hill (Monday Evenings)

If you are only available during business hours, please indicate the days and times you are available.

What type of work would you like to undertake at Salvos Legal Humanitarian?

Note: Applications are considered on a quarterly basis and you will be contacted if successful. Full time positions are offered through our internship program, which are advertised on the College of Law Website as they become available.