



JUSTICE BEHIND BARS

PRISONERS' LEGAL SERVICE IS SEEKING A VOLUNTEER ADMINISTRATION ASSISTANT

Designation: Administration Assistant
Duration: Ongoing / minimum 6 month commitment
Hours/Days: 7.6 hour shift from 9am-5pm every Tuesday
Reporting to: Administrator / Principal Solicitor

Purpose of Volunteer Administration Position:

The role of the Volunteer administration assistant is to provide administrative support to staff of the service. They will be responsible for providing general administrative support including answering the phone, managing mail and arranging telephone links and visits with the prisons. This is primarily an administration role however some legal work may become available. This role is ideally suited to a first or second year law student who is interested in gaining experience in a legal environment.

Essential Skills, Abilities & Qualities:

- Advanced interpersonal and communication skills, including the ability to deal with telephone enquiries in a professional and tactful manner;
- High level of attention to detail;
- Empathy in dealing with vulnerable people; and
- Ability to prioritise and organise workflow independently.

Duties:


- Answering and managing telephone enquiries;
- Collecting, packing and posting mail;
- Arranging telephone bookings and visits with prisons for solicitors;
- Assisting with the administration of client files including data entry and filing;
- Undertaking other duties as directed by the workers of the service.

Application Process:

Please send a one page cover letter and no more than two page CV to pls@plsqld.com on or before **3 October 2019**.

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A free service providing assistance to prisoners with parole, prison law matters and financial counselling
 *PLS respectfully acknowledges the Aboriginal and Torres Strait Islander peoples as the traditional owners and custodians of this land and acknowledges their Elders, past, present and emerging.*