

Victoria Law Foundation

Grants
Publications
Education



Recruitment pack

Internship program

2014/15

Victoria Law Foundation

**Helping
Victorians
understand the
law and use it
to improve
their lives**

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Section 1: Introduction

1 Victoria Law Foundation

Victoria Law Foundation helps Victorians understand the law and their legal system. We are a not-for-profit organisation funded by the Legal Services Board Public Purpose Fund.

The foundation has three main programs: grants, publications and education. These programs are underpinned by a commitment to making legal information easy for all Victorians to find, understand and use. We believe plain language, with its emphasis on meeting audience needs, is an important tool in improving the quality of legal information and services for Victorians.

Grants

The foundation gives awards and grants to organisations to develop and deliver legal projects that benefit Victorians.

Publications

The foundation publishes plain language resources on legal issues that help Victorians better understand their legal system and rights, including the Law Help Guide and our local laws series.

Education

The foundation educates Victorians about the legal system and the law through targeted education campaigns and events such as Law Talks, delivered in partnership with the legal profession, schools and a range of community organisations.

Section 2: Internship program

2 About the internship

Our internships offer Victorian law students an opportunity to gain a behind-the-scenes understanding of a non-commercial legal body and to develop networks to assist them in their future careers.

2.1 How many internship placements are available per year?

There are between two to four Victoria Law Foundation internships available each year.

2.2 How long is the internship and where/when does it take place?

- The internship is for 20 days.
- It may be possible to negotiate to undertake the internship part-time during both your holiday and term-time.
- The internship is office based. Victoria Law Foundation is located at Level 5, 43 Hardware Lane, Melbourne VIC 3000.

Before you submit your application, please think carefully about the internship time commitment and make sure that your academic schedule and other obligations will allow you to undertake and complete the internship.

2.3 Who can apply and what we you looking for?

Who can apply?

Only current Victorian university students undertaking an undergraduate law degree or juris doctorate may apply. Penultimate year students are especially encouraged to apply.

Students who have previously undertaken a Victoria Law Foundation internship may not apply.

What types of skills are we looking for in interns?

Throughout the selection process we will be looking for applicants that have:

- first-rate oral and written communication skills
- strong interpersonal skills and the ability to be a team player
- superior organisational and administrative skills
- excellent research skills, especially in the use of electronic databases
- initiative and ability to work independently.

2.4 What will I do during my internship?

Interns will be buddied-up with a foundation manager or supervisor in one of the following key areas:

- grants
- publications
- education
- communications or
- events.

For more details regarding these key areas please see [section 1](#).

If you have a specific interest in one of these key areas please specify this in your application.

Projects vary widely depending on the key area and can range from undertaking general legal research, writing human resources policy, to developing distribution and marketing plans for legal education materials.

The internship aims to give you an understanding of the work of the Victoria Law Foundation and exposure to alternative careers in the legal sector. Please note your supervisor at the foundation may not be a lawyer, and your allocated project may not be a strictly legal in nature.

2.5 Do I get paid?

As an intern, you are a volunteer. However, you will receive a modest honorarium of \$500 as a contribution towards your out of pocket expenses such as transport and meals. You will be paid your honorarium at the beginning of your internship.

Section 3: Recruitment process

3 Process

The guidelines set out below will help you to complete your application and understand the recruitment process.

3.1 When do applications close?

Applications are due by **5pm Monday 10 February 2014**. Late or incomplete applications will not be accepted.

3.2 How do I apply?

You **must** apply for the position online. Applications made via email, post or fax will not be accepted.

Applications are managed through the Victorian Government Careers website, but in most cases you will be able to access this site directly from where the role is advertised. Where this is not the case applications can be made through our website at www.victorialawfoundation.org.au. The job reference number **VG/VLF17**.

Please note that in order to apply through the Victorian Government Careers website you will need to be registered for this service. When completing your registration we only require you to complete the compulsory fields.

In order to be considered for the role you **must** submit the following with your online application:

#	Item	Suggestions to help you present a polished and complete application.
1	Current CV	Ensure that your CV is no longer than three pages and that the text is no smaller than 10 point font. Please upload as a PDF or Word document.
2	A copy of your official academic transcript	We will not accept unofficial transcripts of results copied from university websites. Please obtain an official academic transcript from your university. This may take some time, so request it as soon as you decide to apply for the internship. Please upload as a PDF document.
3	Cover letter, which includes a response to 3 questions.	You must include a cover letter with responses to the following 3 questions. Please limit your answers to 100 words for each question. Question 1. Why would you like to work at the foundation and what skills and/or experience will you bring? Question 2. Preferences. What area at the foundation would you like to work in and why? Question 3. Is there anything else that you think might assist us in assessing your application?

		<p>Tips on preparing your answers</p> <ul style="list-style-type: none"> • <i>Your answers</i> Your answers should identify your work, volunteer and academic experiences that demonstrate your practical skills, knowledge and expertise. <p>Even in non-legal jobs you will have obtained skills that are transferable to an internship, like communication and interpersonal skills, problem-solving, the ability to think on your feet, analytical abilities, etc. Your answers should reflect this.</p> <ul style="list-style-type: none"> • <i>Your academic achievements</i> If you have an area of achievement that is particularly applicable, highlight this in your application and explain how your knowledge will be useful. <p>If your transcript shows that you have experienced difficulty in some areas of your study, explain why and tell us what steps you have taken to remedy this.</p> <ul style="list-style-type: none"> • <i>Your demonstrated commitment to community service</i> If you have prior experience in community service, please highlight this in your cover letter and explain how the internship would assist you in your career development. If you do not have prior community service experience, please explain why you want to undertake this internship.
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3.3 How are applications assessed?

Your internship application will be assessed upon the following criteria:

- the overall quality of your application and your responses to the questions
- your academic achievements
- your demonstrated commitment to community service.

3.4 About the selection process

Once you have submitted your application you will receive an email acknowledging receipt.

After the closing date, applications will be short listed for an interview. Please note applicants who are **not** shortlisted will be notified by email. Due to limited resources we are unable to provide feedback on applications.

Interview

If you are selected for an interview you will be contacted at the email address and/or telephone number that you listed on your application. Please make sure your contact information is accurate. We plan to conduct interviews within two to three weeks of the closing date.

If you cannot attend an interview in person you may be asked to reapply next year.

Telephone interviews will only be offered in exceptional circumstances, at the discretion of the foundation.

Interview format

Interviews may be conducted in a group format and/or one-on-one interview format. This will depend on the calibre of applications received each internship round.

Group interview	You and several other applicants will be interviewed together before a small panel composed of foundation representatives.
One-on-one interview	Only you will be interviewed before a small panel composed of foundation representatives.

Interview results

If you are unsuccessful, you may reapply for an internship next year, provided that you are still eligible.

3.5 Who do I contact for more information?

If you have any technical difficulties when applying online or have any further questions please contact:

Erin Dolan
Grants and Awards Manager
T: (03) 9604 8100

E: contact@victorialawfoundation.org.au