



INFORMATION ABOUT VOLUNTEERING

About Peninsula Community Legal Centre

Peninsula Community Legal Centre is an independent, not-for-profit organisation that has been providing free legal services to Melbourne's south-eastern communities for more than 30 years.

The Centre helps people use the law to protect and advance their rights, offering free advice on most legal issues. Ongoing assistance is targeted to assist clients who are experiencing disadvantage. In addition to its general services, the Centre operates Family Law, Child Support, Family Violence, Tenant and Consumer Advocacy Programs.

Community legal education, special projects and participation in law reform are also important aspects of the Centre's work.

Mission Statement

To empower and support disadvantaged community members of the South East and Westernport region to use the law and legal system to protect and advance their rights and broaden their awareness of their responsibilities.

What Volunteers Do

Peninsula Community Legal Centre utilises the skills and work of volunteers to extend and enhance its operations and service delivery.

We currently run eight volunteer sessions per week (three at our Frankston office, two at Bentleigh, one at the Pines, one at Cranbourne and one at Rosebud). Most of these sessions are completely volunteer-run, which maximises our limited resources.

At our volunteer advice sessions, qualified lawyer volunteers provide clients with free legal advice. Paralegal / non-lawyer volunteers co-ordinate the session, conduct a preliminary client interview and provide assistance to lawyer volunteers (such as resource and referral information and administrative support). Paralegal volunteers may also sit in on interviews to gain an understanding of legal issues and the advice required. Volunteers may also be involved in administrative and project work.

Induction and Training

It is compulsory for all paralegal volunteers to undertake training before commencing. Training sessions are conducted as required, either in group sessions or on a one-on-one basis. Group training usually runs for a full day, while one-on-one training may be spread over several shorter training sessions. This will vary according to PCLC volunteer requirements at the time.

An induction for volunteer lawyers will be undertaken prior to commencing.

Volunteer commitment

It is expected that volunteers at PCLC will commit to a minimum of 12 months participation on the volunteer roster.

PCLC priorities for accepting volunteers

Applicants should be 18 years of age or over, and priority will be given to applicants who live, work or study in the PCLC catchment area and/or provide the skills and experience which PCLC and its client communities need.



HOW TO BECOME A VOLUNTEER WITH PENINSULA COMMUNITY LEGAL CENTRE

Peninsula Community Legal Centre is not always able to provide volunteer positions for all applicants. Capacity to place applicants will depend upon the need for particular skills, applicants' ability to meet those skills requirements, and the number of volunteers already working with us.

1. Complete and return the Volunteer Application form (see below).
2. When an appropriate vacancy arises, you will be contacted and invited for induction and/or training.
3. Prior to induction/training, you will be provided, and expected to become familiar with, the PCLC Volunteer Worker Manual.
4. When you have completed the relevant induction and/or training requirements, and signed the Worker Privacy and Confidentiality Undertaking, you will be eligible to be included on the volunteer roster when an appropriate vacancy arises.
5. As per PCLC policy, all paralegal volunteers will be requested to complete and sign a *Consent To Check And Release National Police Record* (the cost to be borne by PCLC).

Following is the Application Form for becoming a volunteer at Peninsula Community Legal Centre. Please return your completed Application Form and any attachments to our Head Office:



Peninsula Community Legal Centre
Chatsworth House
Suite 1-4, 431 Nepean Highway
FRANKSTON VIC 3199

Please ensure you enclose the following:



- Completed Volunteer Application Form;
- Copy of Practising Certificate;
- *Consent to Check and Release National Police Record* (if not a current practitioner);
- Resume (optional)

If you have any queries, please do not hesitate to contact:



Volunteer and Education Program
Peninsula Community Legal Centre
Ph: (03) 9783 3600
Email: volunteers@pclc.org.au



Peninsula Community
Legal Centre INC

VOLUNTEER APPLICATION FORM

Full Name: _____
Home Address: _____
Postal Address: _____
Email Address: _____
Date of Birth: _____
Phone Numbers: After Hours _____ Work _____
Mobile _____

Do you hold a current Practising Certificate?

Yes (Please attach copy of Certificate) No

If you are currently employed, please complete the following:

Name of Firm/Employer: _____

Address: _____

Mail Address (or DX): _____

Phone Number: _____

If you become a volunteer lawyer with Peninsula Community Legal Centre, would you/your firm like to be included on the Centre's Referral List?

Yes No

If you answered yes to the above, please list your firm's areas of legal practice:

Does your firm do Legal Aid work? Yes No

Do you speak a language other than English? If yes, please state which language/s:



Peninsula Community
Legal Centre Inc

What are your main areas of legal practice and/or expertise?

Please list any other skills or experience you think may be relevant to volunteering with Peninsula Community Legal Centre (attach extra sheets if necessary):

Please explain briefly why you are interested in volunteering with Peninsula Community Legal Centre:

As part of our recruitment process we may contact referees to help us determine your suitability for a volunteer position. Please provide details of two referees.

| Name | Title | Organisation | Contact Telephone |
|------|-------|--------------|-------------------|
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VOLUNTEER AVAILABILITY (Mark "P" for preferred and "A" for available)

| Branch | Session | Weekly | Fortnightly | Monthly |
|------------|------------------|--------|-------------|---------|
| Frankston | Monday 5:45pm | | | |
| Frankston | Thursday 1:00pm | | | |
| Cranbourne | Tuesday 6:30pm | | | |
| Pines | Wednesday 7:00pm | | | |
| Bentleigh | Monday 6:30pm | | | |
| Bentleigh | Thursday 6:30pm | | | |
| Rosebud | Monday 6:30pm | | | |

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| <p>Please note any dates you are unavailable:</p> <hr/> <hr/> <hr/> <hr/> |
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Privacy:

I hereby consent to the above details being made available to staff members and volunteers (if required) of Peninsula Community Legal Centre Inc. (For a copy of our Privacy Policy, please contact the Centre)

Signed:

Date: