

Paralegal

Reports to: Principal Solicitors

Employment Status: Part-time Paralegal 12-month contract

Location: University of Technology, Sydney Broadway Campus

Key Skills: Legal | Civil | Human Rights

Remuneration: \$65,000 FTE plus Superannuation plus up to \$18,640 FBT available.

Please apply by COB on 15 September 2026 to HR@justice.org.au

POSITION DESCRIPTION - PARALEGAL

WHAT DO WE OFFER YOU?

- **Meaning in your work:** Be part of a dynamic team that positively advances social justice in Australia.
- **Innovation in law:** You will be encouraged to think creatively and outside traditional legal frameworks to achieve positive change.
- **Work-life balance:** Additional paid leave during our end-of-year office closure, flexible work hours, and cultural leave.
- **Competitive remuneration:** Salary dependent on experience, plus FBT and superannuation.
- **Career progression:** Proactive mentoring from senior lawyers and opportunities to undertake a diverse range of legal matters and high-level strategic work.
- **Wellbeing and mental health support:** Access to a free Employee Assistance Program and bi-monthly reflective practice sessions.

ABOUT THE NATIONAL JUSTICE PROJECT

The National Justice Project (NJP) is a not-for-profit legal service and civil rights organisation. We use the law, advocacy, and education to tackle systemic injustice and promote government accountability. We primarily represent and support First Nations individuals and communities, as well as asylum seekers and refugees who have been harmed and discriminated against within the justice and healthcare systems. We advance human rights by representing and supporting our clients to have their voices heard. We advocate for law reform and a justice system that is fair, just, and equitable, taking on the most challenging cases to create systemic change.

Our office, based in Sydney, is a small and busy workplace. We recognise and pay our deepest respects to all First Nations Peoples as the traditional custodians of the lands on which we work. NJP acknowledges that, throughout history, the Australian legal system has been an instrument of violence and oppression against First Nations Peoples, as well as other minority groups. NJP seeks to strengthen and promote dialogue between the Australian legal system and First Nations laws, governance structures, and protocols.

We are committed to reconciliation and achieving social justice by ensuring everyone has the right to equal access and status under the law. We work collaboratively with community partners to identify and advocate against systemic injustices. We are a small team of both legal and non-legal staff who work flexibly and cooperatively to achieve positive outcomes for our clients, strategic outcomes in Australia's legal landscape, and enhanced rights awareness within the community.

ABOUT THE POSITION

The NJP is offering a fixed-term part-time Paralegal position of 2-3 days per week. NJP strongly encourages Aboriginal and/or Torres Strait Islander and culturally and linguistically diverse lawyers to apply. The successful candidate will be offered a 12-month contract, based in Sydney, NSW. Due to the nature of this role, the successful candidate will be required to work from the office.

Some key responsibilities include:

- Administrative work including filing, diarising important dates, answering the phones, preparing mail, and printing.
- Assist with working through and receiving/ calling enquirers, responding to enquiries
- Managing FOI requests for solicitors
- Conducting legal research, drafting legal documents and assisting lawyers in Court when needed
- Being involved in a wide range of legal and policy issues and cases within our practice.
- Supporting an effective and ethical legal practice, including compliance with NJP policies, legislative requirements, and practice management standards.

Key benefits of the position include working within a small team of passionate, dedicated, and skilled advocates, career and professional development opportunities, not-for-profit FBT salary packaging to maximise take-home pay, and access to personal counselling and other wellbeing options.

KEY CANDIDATE CONSIDERATIONS

- Must be either an experienced career paralegal or later year law student (preferably at least penultimate year).
- Candidates must take a trauma-informed approach to working with clients.
- Excellent teamwork skills are essential, as we are a small and impactful team with limited resources.
- The successful candidate will apply their legal training and knowledge to seek justice and accountability for our clients and the wider community.
- NJP strongly encourages Aboriginal and/or Torres Strait Islander and culturally and linguistically diverse applicants to apply.

KEY RESPONSIBILITIES

PERSONAL RESPONSIBILITIES, INCLUDING:

- Undertaking your work and other activities with integrity, upholding the organisation's values, and ensuring a people-first approach across staff, volunteers, and clients.
- Supporting team cohesion in a flexible and friendly manner.
- Executing assigned tasks to a high standard.
- Meeting objectives and deliverables in a timely manner.
- Maintaining positive relationships with NJP's partner organisations and the wider community.

LEGAL ASSISTANCE AND SERVICES, INCLUDING:

- Working on or contributing to a wide range of legal matters with minimal supervision
- Drafting pleadings, affidavits, and other legal documents.
- Reviewing medical and other records and preparing briefs and letters of instruction to counsel and medical experts.
- File management, including maintaining spreadsheets and calendars.

SUPERVISING VOLUNTEERS:

- This role may include some supervision of our legal volunteers and university students/clinic

KEY CONTACTS

You will work closely with the Solicitors and Senior Solicitors on their matters.

You will report to the Principal Solicitors regularly regarding your caseload, leave requests, and other matters.

APPLICATION PROCESS

NJP strongly encourages Aboriginal and/or Torres Strait Islander and culturally and linguistically diverse lawyers to apply.

Please send your application to HR@justice.org.au by COB on 15 September 2026

Early applications will be considered. We hope to have the successful applicant commence by October 2026.

In your application, please send your CV along with a cover letter addressing the following selection criteria:

- A passion for human rights and social justice, particularly in relation to First Nations rights and refugee rights.

- An understanding of culturally safe and trauma-informed practice.
- Competency in the following core skills:
 - Excellent written and verbal communication skills.
 - The ability to manage competing priorities under tight deadlines.
 - Excellent administrative and organisational skills.
 - Experience working both independently with minimal supervision and as part of a team.
- Desirable experience:
 - Experience working in a law firm is highly regarded.
 - Experience working in a not-for-profit organisation.