

## Paralegal

- **Small and experienced legal team based in the CBD**
- **Two days a week – casual or part-time, depending on the flexibility required**
- **Position suitable for a law student**

### About us

Sydney Diocesan Services (SDS) is a key part of the central administration of the Anglican Diocese of Sydney. Our main role is to provide a range of professional services to the Synod, to other diocesan organisations and to parishes in support of the mission work and many other ministries taking place across the Diocese.

We offer an opportunity for you to use your skills for a faith-based organisation committed to enhancing capacity for mission to grow God's kingdom and to gain valuable legal experience as you further your degree or build on your existing experience.

### About the role

You will be responsible for:

- Drafting ordinances (i.e. church legislation) and accompanying explanatory material in consultation with relevant parties and managing the ordinance process in conjunction with other members of the Legal Team.
- Assisting the Legal team in the delivery of legal support, including undertaking research.

### About You

- Meticulous, with an eye for detail.
- A mid-degree law student looking to gain legal experience or a person with existing paralegal experience.
- Great writing skills, ideally with some exposure and experience drafting legal documents under supervision.
- Ability to execute projects to a deadline.
- Excellent phone manner and interpersonal skills.
- Exposure and some understanding of the structure of Anglican Church Diocese of Sydney is advantageous.
- Ability to problem solve and seek clarification when required.
- Working knowledge of Microsoft applications, including Word and Excel.

Consistent with the ethos and values of SDS, applicants for the position are to have a demonstrated Christian commitment and personal qualities and attributes that align with SDS' values. Being an active member of an Anglican church with knowledge of the Diocese is an advantage.



SDS's values underpin the way we work and we offer professional development opportunities, flexible work practices and an Employee Recognition Program.

- Please call Amy Bokalawela – Human Resources Assistant on 0433 996 382 for the Position Description.
- Apply with your resume and long with a covering letter outlining your relevant skills and experience and explaining why you are a good fit for this role to [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au)
- Please call Steve Lucas – Head of Legal Services on 9265 1657 with any inquiries.

