

## Paralegal

- Two days a week – Casual or part-time
- Small legal team in the CBD
- Law student wanting to work and study

### About us

Sydney Diocesan Services (SDS) provides a range of valued services to organisations and parishes in the Anglican Church Diocese of Sydney. We offer an opportunity for you to use your skills for a Christian organisation committed to furthering 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 law) and accompanying explanatory statements in a timely manner 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 provided by SDS Legal Ltd.

### About You

- Meticulous, with an eye for detail.
- A mid-later year 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 with the ability to deal with people of varying authority, and levels within an organisation.
- 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 should have a demonstrated Christian commitment, ideally as a member of an Anglican church in the Diocese.

- Apply now with a covering letter and resume to [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au).
- Please call 9265 1559 if you need more information.



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