

# **Trust for Nature**

## **Internship Position Description**



**Position:** Legal Intern (Volunteer)  
**Program:** Legal  
**Location:** Melbourne  
**Supervisor:** Legal Counsel

### **Introduction**

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners. The Trust was established in 1972 to provide a way for people to donate money or land to protect native vegetation that is found on private properties across the State. We have since evolved into one of Victoria's primary private land conservation organisations, with several tools to help people protect biodiversity on their land.

### **Our Mission**

We work collaboratively to protect nature on private land forever.

### **Legal Internship Summary**

The Trust for Nature legal intern will work closely with the Trust's Legal Counsel and conservation paralegal in delivering the day to day functions of the legal team. This may include the following:

- Assisting in the Exploration/Mining objection processes related to the Trust's land and registered conservation covenants including liaising with government entities, landowners and mining companies;
- Undertaking legal research relating to the conservation covenanting program with a contract/property law focus as well as considering general public administration and not-for-profit legal questions; and
- Assisting in instructing external solicitors in conveyancing and legal research matters.

### **Key Relationships**

- Internal
  - Legal Counsel
  - Conservation Paralegal
- External
  - Covenantors
  - Land Use Victoria
  - Legal practitioners and conveyancers

### **Position Requirements**

The applicant must be willing to volunteer one day per week for a period of not less than 3 months, and have recently completed, or be in the final or penultimate year of legal studies.

Demonstrated interest in conservation, property, not-for-profit, or public administrative law required.

### **Trust for Nature Values**

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian Community. Our values are the foundation of our culture and guide how we work together, with our stakeholders, partners and the community.

The Trust's values form the acronym **CREST – Collaboration, Respect, Efficiency, Support and Trust**.

### **Specific requirements for all positions at Trust for Nature**

A National Police Check is required to be conducted as part of the selection process

### **Health and Safety requirements**

Trust for Nature is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how do our work. In realising this commitment Trust for Nature complies with all relevant health and safety laws including the Occupational Health and Safety (OH&S) Act 2004 (with its associated regulations and codes).

### **Privacy Notification**

Trust for Nature requires personal information and documents relevant to your internship. The collection and handling of this information will be consistent with the requirement of Privacy and Data Protection Act 2014.

### **Other relevant information**

- This is a voluntary internship;
- The position will be home based initially, with the potential to work from our office located at Level 5/379 Collins Street, Melbourne in February/March (subject to COVID-19 working arrangements)
- The Trust promotes a positive work environment, is an equal opportunity employer, values diversity in its staff and volunteers, and encourages learning and development;
- It is a policy of the Trust to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed in the role advertisement.
- The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established.

### **Application instructions**

To apply, please send in your CV and covering letter that addresses the position requirements and sets out why you want to volunteer for Trust for Nature as a legal intern to: [hradmin@tfn.org.au](mailto:hradmin@tfn.org.au)