
LEGAL INTERN



POSITION DESCRIPTION

DATE APPROVED: 17 MAY 2024

Organisations:	Adara Development (Australia) 60% and Adara Advisors Pty Limited 40%
Location:	Sydney, Australia
Employment status:	Part time (0.4 FTE)
Award:	Social, Community, Home Care and Disability Services Award
Reports to:	Director of Legal
Direct reports:	None

OVERALL JOB GOALS

Working under the guidance and supervision of the Director of Legal, the Legal Intern supports and delivers value to the Adara Group by assisting the legal function with a range of administrative and research activities. The Legal Intern develops skills and gains professional workplace experience through exposure to legal, compliance, governance and transactional matters across both the Adara businesses and our international development organisation.

KEY RESPONSIBILITIES

- Assist with drafting and reviewing contracts and other transactional documents
- Conduct legal research
- Assist with preparing and updating Adara Group policies and procedures
- Draft communications on a variety of legal and governance topics
- Assist with responding to a wide range of day-to-day legal questions and issues raised by management
- Assist in organising as well as sit in various program and team meetings and take minutes
- Perform a range of administrative activities to support to the legal function
- Perform other duties as assigned by the Director of Legal

COMPETENCIES (INCLUDING QUALIFICATIONS AND EXPERIENCE)

- Undertaking study towards a law degree (whether an undergraduate Bachelor of Laws (LLB) or postgraduate Juris Doctor (JD))
- A strong academic record
- Well-developed legal research and writing skills
- Strong communication and interpersonal skills
- High level of attention to detail
- A proactive, positive and energetic approach
- A passion for social justice and for making a difference in the world
- Flexibility, creativity, openness, kindness, integrity, fairness and an in-depth hands-on approach
- Experience in the not-for-profit sector, while not essential, will be well regarded

The Adara Group is a child safe organisation

THE ADARA GROUP

OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

UNCONVENTIONALITY

- We think outside the box
- We are not afraid to be different