



Internship description:

The employee will learn about and support the providing migration advice and assistance to all types of migrants, with specific focus on humanitarian clients, such as refugees and those from vulnerable backgrounds, and corporate clients, including skilled and business migration clients.

The internship is ideal for those who are interested in pursuing a career in humanitarian or migration law and wish to gain experience working with colleagues and clients from cross cultural backgrounds.

Company name:

Playfair Visa and Migration

Location:

Level 11, 37 Bligh Street, Sydney 2000

Company description:

Providing migration advice and assistance since 1988, PLAYFAIR is one of the most experienced firms in the sector. We are diverse, skilled and compassionate legal professionals who facilitate the movement of people across the globe; helping them to find safety, follow their dreams and improve their lives.

When Petra Playfair founded PLAYFAIR, her vision was to develop a practice that had heart and with leading capability to assist all types of migrants and influence government policy. She spent many years solving complex cross-cultural migration problems in the International Social Service, gaining high-level experience and networks across Australian government departments and courts, non-government agencies and their overseas counterparts.

With a core philosophy of inclusion, innovation and integrity, PLAYFAIR has attracted a diverse, talented and dedicated team.

Aptly steering the growth of corporate, private and humanitarian migration departments through changes in government policy and legislation, Petra has built PLAYFAIR into an international operation.

Internship details:

Start date:

1-Sep-22

Finish date:

29-Nov-22

Number of days per week:

3

Duties and responsibilities:

- Assisting Immigration Lawyers and Registered Migration Agents with immigration tasks, including application drafting, data entry, research, and preparation of legal documents for humanitarian clients (including those from vulnerable backgrounds).
- Support the management of casework, preparation of forms and other correspondence and requests for information.
- Support solicitors with application preparation, lodgement, and other miscellaneous tasks in relation to Protection visas, including for vulnerable clients.
- Correspond with the Department of Home Affairs on behalf of clients.
- Liaising with clients, applicants, and external organisations where appropriate.
- Incoming client telephone enquiries, and scheduling of initial consultations.
- Work within established routines, methods and procedures, exercise discretion and maintain confidential information
- Maintain client database; data input (new client registration; recording application information, including application and lodgement details) in accordance with protocols for LEAP Migration Manager.
- Data verification and report generation.
- General clerical duties, such as electronic filing.
- Assisting with strategising and delivery of engagement proposals for disperse client cohorts.
- Assisting with drafting of content for information sessions for our Humanitarian client cohort.



Desirable attributes:

- Experience in general law and migration law would be ideal however have an interest in general law and migration law, especially an interest in working with clients from refugee and humanitarian backgrounds or skilled and business migration, as well as a willingness to learn would be highly acceptable.
- The ideal applicant has exceptional attention to detail, a polite and professional telephone manner, and strong organisational skills.
- Punctuality, approachability, and reliability are key requirements of all staff members.
- Maintain a positive and supportive working environment and promote Playfair's Values and Behaviours.
- This is a junior role, and role specific training will be provided in-house. Candidates are expected, however, to have a strong command of written and spoken English, an excellent telephone manner, and a working knowledge of Microsoft Word, Excel and Outlook.

Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Skye Barry, Ascham Community Relations Manager, via email at community@ascham.nsw.edu.au

The resume should include:

- Any relevant work experience
- Current and past tertiary courses of study
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2022/2023.

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2022 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

Applications close 12 August 2022