

Melbourne and Sydney legal team vacancies – Graduate, Solicitor, Associate, Senior Associate

About Prolegis Lawyers

Prolegis Lawyers exists solely to provide specialist legal services in relation to charities, not-for-profits and philanthropy. We're ranked Band One with Chambers for Charities in Australia.

Our purpose is to help enable and support the good work of the people and organisations who seek our services. Our values and behaviours centre around working as one team who is committed to excellence through genuine and humble leadership.

Our clients range from large philanthropic foundations, national charities and not-for-profits to smaller organisations operating at a local level to make a difference.

We work with aid and human rights organisations, schools, religious bodies, environmental, animal welfare and health and disability services.

We have offices in Sydney and Melbourne and work as one team.

Position Summary

We are looking to fill multiple positions in both our **Melbourne** and **Sydney offices**. Specifically, we invite applications for **law graduates** seeking admission to practice as well as admitted lawyers at the **solicitor**, **associate** or **senior associate** level.

The roles will support our work advising charities, not-for-profits, social enterprises, philanthropic organisations, and government entities including:

- Establishment, structure advice and constitutions
- Charity and tax registration and compliance
- Mergers and restructures
- Contracts advisory and preparation
- Funding agreements and fundraising
- Litigation and dispute resolution
- Property and leasing
- Employment and workplace relations
- Governance advice
- Trusts.

The role will also support our interface with government agencies, such as the Australian Taxation Office, the Australian Charities and Not-for-profits Commission, Treasury, State/Territory Revenue offices and State/Territory Associations regulators.

Our lawyers have close client contact and are expected to work collegiately with all colleagues to deliver excellent client service.



What do we look for in applicants?

Successful applicants are committed to work in legal practice focussed on the social purpose sector.

Our values and purpose are embedded in our culture. We are committed to being a workplace that promotes alignment to those values and purpose – both professionally and personally. They are embraced by our staff.

Experience

While legal expertise concerning charities and not-for-profits is desirable, an ability and willingness to learn is essential.

Either knowledge of, experience with, or a genuine interest in, the following will also be advantageous: community service organisations, faith-based organisations (including churches and mission organisations), trusts, schools, grant making charities (ancillary funds), overseas aid and development organisations, PBI and other deductible gift recipients.

We welcome applicants without experience in these areas but who are open and keen to learn and genuinely looking to commit to working in a firm focussed on the social purpose sector.

Qualities

Fit with our values: a successful candidate will embody the values of trust, humility, teamwork, reliability and honesty, and show high levels of accountability and reliability as a legal professional.

Teamwork: a successful candidate will have a collegiate and collaborative approach with colleagues to client and matter management.

Strong interpersonal and communication skills: a successful candidate will possess a deep commitment to client service, humility and the ability to learn quickly and work effectively in a team and with clients at all levels.

Legal knowledge and skills: a successful candidate will:

- Demonstrate an interest in our client sector, with an inquiring nature
- Have knowledge and experience with (or excellent ability to quickly become familiar with) the laws relating to the types of work listed above with good problem-solving skills: agility and proactiveness
- Be technically sound but also commercial and efficient approach consistent with furthering the charitable and philanthropic purposes of our clients.

Organisation: a successful candidate will be able to prioritise and manage a range of matters with different and changing degrees of urgency.

Personal Responsibility: a successful candidate will be self-starting with a strong sense of personal responsibility. They will have the integrity to work well as a legal professional and know when to seek guidance.

Qualifications

- Australian Legal Practitioner, or
- Completed a law degree and be looking to complete their Practical Legal Training.



What our people say

'Clever and down to earth colleagues with deep knowledge in their expert areas. A values driven organisation.'

'Prolegis does things differently. We seek to serve our clients in a manner consistent with our personal and professional values.'

'There are amazing opportunities to work with outstanding clients throughout the charities and not-for-profit sector.'

'We're a diverse team of professionals who are deeply motivated to help charities and not-for-profits do good work.'

What our clients say

'... professional, considered and a great source of not only accurate and timely legal advice but also tempered with deep understanding of people and life experience. ... someone I would trust absolutely in future.'

'Prolegis Lawyers have undertaken some outstanding work for us in the establishment of the foundation. Their work ... has been of an outstandingly high professional standard, of which we are truly appreciative.'

Interested?

Please email your CV, cover letter and academic transcript addressed to the Managing Partner, Jon Cheung to admin@prolegis.com.au

Applications close Thursday 21 November 2025