



project access

Legal Officer

Do you want to join a fast-paced, international, student-led, social impact charity? Are you looking for meaningful voluntary experience and a community of like-minded, ambitious people?

We're currently looking for a detail-oriented and proactive individual to join our team as a Legal Officer.

In this role, you'll work directly with **Melika** our **Global Director of Legal** and collaborate with teams across Project Access. You'll support day-to-day legal operations, help review contracts and policies, and gain exposure to a wide range of internal legal processes.

Responsibilities include:

- Attending team meetings and supporting legal requests from across the organisation
- Contributing to legal operations and internal compliance workflows
- Drafting and reviewing contracts, agreements, and other legal documents
- Conducting legal research on topics such as data protection, IP, or corporate law
- Assisting with the development of internal policies and templates

The ideal applicant is...

- Enjoys learning and is curious about how legal processes support real-world teams
- Has an interest in corporate law, data protection, or nonprofit legal frameworks
- Has a background in or training related to legal practice (especially corporate/commercial law)
- Is proactive, dependable, and well-organised
- Feels confident working independently and managing their own workload

You will get...

- The chance to learn about the skills needed to thrive in a dynamic workplace
- A chance to strengthen your communication, organisation, and legal research skills
- Exposure to how legal frameworks are applied in mission-driven environments
- Ownership and opportunities for growth from the start
- Access to a great community of talented and ambitious students
- A direct impact on the Project Access community and its mission

The position is an unpaid, volunteer role that will require **3-5 hours** of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Melika, Global Director of Legal (melika.tahvili@projectaccess.org).