

JOB TITLE: Trainee Solicitor

SALARY: c. £28,000

LINE MANAGED BY: Training Principal

MAIN OBJECTIVES:

- Under supervision, to provide legal advice and representation in welfare benefits, housing and immigration law while gaining competency to practice as a solicitor.
- To undertake a Justice First Fellowship project to increase access to justice.

Casework

1. To provide legal advice and assistance on a wide range of welfare benefits, housing and immigration problems
2. To undertake litigation and advocacy in the County Court on behalf of individual and client groups.
3. To represent or assist in the representation of clients under the Housing Loss Prevention Advice Service on a rota basis.
4. To generate income for the law centre through Legal Aid Agency funding of cases and by claiming costs from other parties where possible.
5. To keep up to date with changes in relevant legislation through attendance at training courses and by reading relevant specialist law journals.
6. To undertake casework administration in accordance with Legal Aid Agency requirements and to bill and cost cases.
7. To assist in daytime and evening advice sessions and undertake all necessary follow up work.
8. To assist in outreach sessions as and when required.
9. To engage in project work, campaigning, training, publicity and information work and support to other agencies as required.

General

1. Ensure that all advice, casework and representation complies with the requirements of the Solicitors Regulation Authority, our Lexcel quality mark, the Legal Aid Agency Quality Assurance standards, our funders, and any other Law Centre approved policies and procedures.

2. To work under the professional supervision of the law centre's Training Principal and relevant specialist Supervisors.
3. To attend staff meetings convened by the Training Principal, Supervisors, Chief Executive and/or Senior Solicitor, including meetings of the Board of Trustees if required.
4. To undertake training, including professional training, as required.
5. To undertake project work as required by the terms of the Justice First Fellowship.
6. To work in accordance with the law centre's policies and procedures as set out in its Office Manual and amended from time to time. We place particular emphasis on our Confidentiality and Equal Opportunities policies.
7. To assist in cover arrangements during the absence of other members of staff or at times of pressure.
8. To undertake your own typing, filing, word processing and billing of cases.
9. To undertake any other duties as may be reasonably required.

ESSENTIAL	DESIRABLE
<p>1. Academic and legal</p> <ul style="list-style-type: none"> a) Successful completion of the Legal Practice Course (LPC). b) Ability to explain complex legal ideas in Plain English to diverse audiences in a variety of media including effective oral and writing skills 	<ul style="list-style-type: none"> a) Experience of conducting casework on behalf of clients b) Knowledge of one or more of the law centre's specialist areas of law
<p>2. Ethos of the law centre</p> <ul style="list-style-type: none"> a) Commitment to equal opportunities, anti-discrimination and social inclusion b) Commitment to client-focused service delivery c) Commitment to the provision of public funded legal services 	<ul style="list-style-type: none"> a) Experience of paid or unpaid work contributing to the promotion of equal opportunities, anti-discrimination and social inclusion b) Experience of working in a not-for-profit organisation
<p>3. Management of workload</p> <ul style="list-style-type: none"> a) Experience of identifying priorities, working to deadlines, balancing competing demands, spotting and averting crises 	
<p>4. Procedures and administration</p> <ul style="list-style-type: none"> a) Experience of complying with standards and procedures b) Good IT skills, including word-processing skills 	<ul style="list-style-type: none"> a) Experience of participating in development of procedures b) Ability to monitor and maintain recording systems and procedures
<p>5. Team working</p> <ul style="list-style-type: none"> a) Willingness to share in routine tasks essential for the day-to-day running of the law centre b) Experience of group negotiation and decision-making c) A positive and constructive approach to problem solving d) a willingness to share expertise, support colleagues and contribute to a productive working environment 	<ul style="list-style-type: none"> a) Experience of working as part of a team