

## **Southwark Law Centre**

### **Job Description**

**Job Title:** Trainee Solicitor

**Reporting to:** Supervising Principal

**Hours of Work:** Full-time position 35 hours Monday to Friday (inclusive) 9.30-5.30pm with an hour for lunch.

**Salary:** Year 1 £31,242  
Year 2 £ 31,716

**Benefits:** 27 days holiday per annum plus 3 days at Christmas and all public and bank holidays.

**Pension:** SLC is part of the Southwark Council pension scheme.  
Employer's contribution currently 22%

This post is supported by the Justice First Fellowship funded by the Legal Education Foundation

### **Objectives of the position**

To provide the Trainee Solicitor with the opportunity to develop, practice and gain experience in:

- Communication skills
- Client care
- Legal research
- Drafting
- Interviewing and advising
- Negotiating
- Advocacy and oral presentation skills
- Case management

To gain training and experience in at least three substantive areas of law : Immigration, Housing, and Welfare Rights covering both contentious and non-contentious work.

### **Main Responsibilities and Duties**

#### **Advice and representation**

All casework will take place under supervision

- Interviewing and advising clients, face to face, by telephone and email
- Legal research and preparing submissions
- Advocating on behalf of clients by telephone, letter and email with appropriate

agencies

### **Administration**

- Maintaining case records for the purpose of continuity of casework, information retrieval, monitoring and reporting

### **Team Work and Service Development**

- To attend and contribute to staff meetings
- To attend and actively participate in other meetings as required

### **General**

- To uphold and promote the Aims and Principles of the Law Centre
- To be available to work outside normal office hours on occasion as required and notified in advance.
- To undertake any other duties that are compatible with the functions of the post.

### **Person Specification**

#### **Essential requirements**

1. A high standard of academic achievement
2. Strong commitment to upholding human rights and providing support for disadvantaged members of society
3. Ability to express clearly and accurately both written and spoken word
4. Ability to use online and written resources to research law
5. Ability to accurately interpret information and follow instructions
6. Ability to work under pressure. To prioritise and to meet deadlines/time limits
7. Understanding of some of the issues facing disadvantaged local residents
8. A commitment to the aims, principles and policies of Southwark Law Centre
9. Ability to use IT effectively including case management systems
10. Willingness to familiarise yourself with legal aid requirements and procedures
11. Willingness to work at outreach locations in other Boroughs in South East London

#### **Desirable**

Experience of working or volunteering in a community sector organisation