

JOB DESCRIPTION

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| Employer: | Suffolk Law Centre (SLC) |
| Address: | 46A St Matthews Street Ipswich IP13EP |
| Title of Post: | Trainee Solicitor (under the SRA standard terms of contract) |
| Responsible to: | SLC Director of Legal Services |
| Salary: | £21,000 p.a. Year 1; £22,000 p.a. Year 2 |
| Working hours: | 37 hours per week |
| Holidays: | 28 days p.a. including bank holidays |

Please note this post is funded by the Justice First Fellowship for two years from January 2022

Applicants must have passed the Legal Practice Course (LPC) at the time of application.

Job Summary:

This is a two-year Trainee Solicitor post involving in-house training under the supervision of both experienced advisers and qualified lawyers in areas of social welfare law including employment and discrimination, housing (both legal aided and grant funded), and family, together with opportunities in other areas we work in. At Suffolk Law Centre, we focus on the provision of legal advice to vulnerable people, including those unable to access legal advice due to gaps in provision, including those living in rural areas of Suffolk. We also, in conjunction primarily with our parent charity ISCRE, undertake social policy and community scrutiny work.

The role is based primarily at our Ipswich offices for face-to-face advice provision, with some remote working.

Organisational Role

The Trainee Solicitor will:

- work alongside, be supported and supervised by legal caseworkers in each specific area of law
- if possible, and subject to the approval of the Office of the Immigration Services Commissioner (OISC), undertake a formal immigration advice training programme to level 1

- be supervised and supported by the Director of Legal Services who has been designated as the Training Principal.

Responsibilities:

- Provide advice, casework and representation for SLC clients under the supervision of those identified by the Training Principal as competent to do so
- Legal tasks to include interviewing clients, organising information, making applications for Legal Aid, recording Key Dates, legal research, giving oral and written advice, drafting legal documentation, some negotiation, to assist in preparation for hearings and to prepare Legal Aid files for billing and audits
- Provide legal advice, casework and representation to clients under supervision with a view to working independently in preparation for qualification. Such casework should be done to a standard compliant with the Specialist Quality Mark, and where appropriate to ensure all casework complies with the Legal Aid contract as well as criteria set out in funding agreements
- If applicable, after studying for and gaining level 1 OISC accreditation, provide immigration advice, casework and representation under strict supervision and in accordance with the requirements of the OISC
- Draft and present legal rights awareness sessions for community groups
- Identify the social policy implications of issues presented by clients and take appropriate action, including community scrutiny to try to influence social policy in regard to these issues
- Develop and implement a specific project that will advance our strategic objectives and reflecting the Trainees interests, where possible
- Fulfil the obligations of the training contract and achieve competency in the Professional Education and Training Stage 2 outcomes in order to satisfy the requirements of the Solicitors Regulation Authority
- Attend and participate in the wider support, training and opportunities component of the Justice First Fellowship Scheme organised by The Legal Education Foundation and its partners, which is regarded as mandatory element of the Training Contract.

Please note:

- a) The post holder may be required to travel across Suffolk and Norfolk, regionally and nationally for which the appropriate allowances will be paid
- b) The hours of work are flexible to meet the demands of the job, and may require some evening and weekend working, for which time off will be given

- c) This job description may be subject to change in consultation with the post holder
- d) The post holder works toward SLC's commitment to Equality and Human Rights

Essential Skills and Attributes:

- Passed LPC at time of application;
- A sound knowledge of the English legal system, the Courts and Tribunal process and interpreting legislation;
- After initial training and under supervision, evidence of potential to manage independently a substantial caseload with limited supervision;
- An understanding of effective advocacy and representation skills and the importance of empowering clients;
- Ability to write letters/reports and analyse complex information promptly;
- Strong verbal communication skills;
- Good attention to detail and well organised;
- Ability to work on own initiative as well as part of a team;
- Excellent IT skills;
- Ability to empathise with clients;
- A willingness to travel in Suffolk and Norfolk for example to provide outreach.

Desirable Skills and Attributes:

- Experience of advice giving (whether paid or voluntary)
- Experience of working with highly vulnerable clients with complex needs;
- Some knowledge of the workings of the public, private and voluntary organisations;
- Evidence of resilience, adaptability and solution-focussed
- Experience of working with volunteers;
- Experience of project development;
- Experience of fundraising;
- Experience of using social media as an awareness raising and marketing platform;
- Full driving licence and own car.