

## **Equality and Employment Law Centre – Liverpool**

We are a niche national Law Centre specialising in discrimination and employment law providing vital legal services for almost 20 years. Our expert employment team provides comprehensive, supportive, and employment advice and representation to the full range of working people who find themselves discriminated against or dismissed. Our expert team of discrimination lawyers support people who have been discriminated against in many other areas of life on claims against consumer organisations, hospitals, banks, financial institutions, local authorities, hospitals, transport providers, housing associations, prisons and other public and private bodies.

Since the COVID19 pandemic our team are busier than ever with new client wins and are we now seeking several key posts to enable us to keep up with the demand and grow our organisation.

- **Employment Solicitor**
- **Housing Solicitor**
- **Legal Office Manager**
- **Graduate Solicitor Apprentice**

We are looking for experienced people who are passionate about access to justice and who want to become leading specialists in employment and discrimination law. Legally these are very interesting and worthwhile positions within the Law Centres movement. The Office Manager will provide vital support to our legal team. We are during an exciting period of growth and development and this is a chance to grow the team with the full support of the centre.

Reporting to our highly experienced Legal Director these roles provide a unique, interesting, and challenging opportunity in a specialist area of law, which will give the right person an exciting opportunity to work in a well-established, friendly, and supportive organisation.

### **Housing Solicitor/Legal Executive**

We are looking for a confident housing solicitor with good CPR skills who is interested in specialising in Equality Act claims. Ideally you will have housing law and some JR experience and can manage a litigated caseload including some complex cases. If you are a Solicitor or Legal Executive (2 years PQE+) looking to broaden your experience and work with a friendly and engaged team you are actively encouraged to apply.

You will also assist the Legal Director with supervision duties.

### **Employment Solicitor/Legal Executive**

We are looking for a confident employment law solicitor/legal executive who is interested in specialising in Equality Act claims. You will have gained at least 3 years' experience. In this varied role, you will be working on claimant matters on a range of contentious employment matters, including general advisory matters and tribunal representation. Ideally you will also have experience of handling discrimination claims. You will carry your own varied caseload of employment law matters and offer innovative and expert advice to an extensive client base.

### **Legal Office Manager**

You will be skilled at providing operational excellence with first-class technical ability within a legal practice. Applications are welcome from experienced legal administrators with a minimum of 2 years' experience in a similar role. You will undertake responsibility for the smooth running of the operational management of the office which is our central hub. You will support the legal team and have 2 direct line management reports and will oversee the distribution of administrative work ensuring commitments and service level agreements and KPI's are met. You will have excellent organisational skills and have an eye for detail. Conversant in the use of legal case management systems Excel, PowerPoint, and Microsoft products is essential.

### **Graduate Solicitors Apprenticeship**

Our graduate solicitor apprenticeship is aimed at those who have completed their law degree, or those who have completed a non-law degree and the GDL. Our graduate solicitor apprenticeship will support you through the new pathway to qualification by completion of the Solicitors Qualifying Exams (SQE1 and SQE2). This means that you can join us straight from your degree or GDL and start gaining on the job experience, and earning a salary, earlier. This is a full-time role, and the working week is 35 hours over 5 days (1 day at University)

The apprenticeship is a 30-month programme which provides you with the best learning and development opportunities for you to qualify as a solicitor. One day each week is dedicated to off-the-job study at with The University of Law with the four remaining days gaining your required

work-based experience. You will be learning from leading experts in the legal field in the field of Employment and Equality Law.

You will be passionate about social justice law and committed to a career as a solicitor

### **The Solicitor and Office Manager candidates**

Applicants will need to be strong communicators, natural influencers and have the skills to engage, coach and develop a talented team in a clear, supportive, and effective way. You will be extremely well organized with high level problem-solving skills with the ability to manage your time effectively and pay attention to detail. Driven to contribute to the centre's continued success, focussed on excellent cost management and client care are a must. You will be committed to working effectively within an interdependent team building, success by gaining the co-operations of others. You will have a positive outlook and can-do attitude.

If you are committed to social justice, we would love to hear from you. Please send an up to date CV with a covering letter indicating your suitability via email to [D.Gilbert@eael.co.uk](mailto:D.Gilbert@eael.co.uk) or for more information or to arrange an informal discussion about the role. Or visit our website: [equalityandemploymentlaw.co.uk](http://equalityandemploymentlaw.co.uk)

- **Salary:** depending on post qualification experience
- **Working hours:** 35 per week over a 4-day working week
- **Benefits:** 28 days annual leave including bank holidays
- **Location:** Liverpool City Centre (remote working considered)
- **Contract length:** Permanent

We are an equal opportunities employer and encourages applications from all candidates who meet the person specification regardless of age, religion, gender, sexual orientation, disability, or race. We have a 20-year history of providing an excellent service to the local community and further afield. This Law Centre has Legal Aid contracts and generates income from private clients and HR/legal advice to organisations.

**Deadline for applications:** Friday 11<sup>th</sup> December 2020

**Shortlisting:** Monday 14<sup>th</sup> December

**Interviews:** Friday 18<sup>th</sup> December (virtual)