

**GMLC Solicitor / Solicitor with Supervising Experience**

Greater Manchester Law Centre started as a protest against cuts and closures and opened our doors to provide legal advice and representation in 2016. We have received generous grants from national charitable trusts which have enabled us to ensure that a law centre exists in the centre of the conurbation; but we need to find ways to sustain this for the longer term future and to continue the challenges to the policies of the hostile environment which affect more and more people.

We have recently launched our Manifesto – Fighting Together for Free Access to Justice – and the Solicitors of the Law Centre are required first and foremost to work towards the aims it includes.

*Greater Manchester Law Centre is therefore looking for one or more solicitors to join our team of professionals committed to providing free and accessible legal advice and representation to people most in need in Greater Manchester. We seek at least the equivalent of one full-time solicitor and/or solicitor with supervising experience (more than 3 years post qualifying experience). This could be two or three part-time solicitors and it could be through one or more of the following areas of social welfare law:*

*Housing*

*Public Law*

*Employment*

*Mental Health*

*Community Care*

 *and/or*

*Welfare Benefits [this could be case-work supervisor rather than solicitor as such]*

**JOB DESCRIPTION**

Accountable to: Law Centre Director

Salary: SCP 21-33 £25,801 - £35,934

Hours: 35 per week (full time or part time pro rata)

**Purpose of the Post(s)**

1. To provide high-quality specialist legal advice and representation to people in need in Greater Manchester.
2. To prepare cases for appeal as necessary and undertake the advocacy of client cases before the relevant Tribunal.
3. To challenge decisions through judicial review as appropriate.
4. To identify cases where there is a wider public interest and to identify the scope for strategic litigation.
5. To maximise LAA income where the area of law is within scope of the contracts we hold to secure sustainable income for the post.
6. To maintain high quality case file management systems, including time recording and billing targets.
7. To work with other Law Centre solicitors and the Law Centre Director to identify gaps and unmet needs for legal services and to work together to put forward plans for service development.
8. To support Law Centre campaigns which aim to secure or increase access to justice for people in need in Greater Manchester, including by contributing reports and/or case studies about the impact of legislation or policy as it affects people approaching the Law Centre for support.
9. To record information and data which can be used to evaluate services and provide evidence for future campaigns or litigation.
10. To keep up to date with development and changes in the law.

**Supervisory Role [if appropriate]**

1. To supervise solicitors, trainee solicitors through supervision, appraisal, file reviews and training.
2. To ensure casework standards and compliance with the requirements of SRA and Lexcel.
3. To ensure casework is conducted in accordance with agreed office practice.

**General**

1. To be self-servicing, including typing your own documents, photocopying and maintaining written and computerised records.
2. To develop and deliver training and information on aspects of your specialist area of law.
3. To attend such meetings of the Management Committee or sub-groups, or otherwise, as requested by the Law Centre Director.
4. To attend staff meetings and training sessions
5. To provide information and reports on work undertaken to the Law Centre Director and /or Management Committee.
6. To carry out all duties with due regard to equality principles and to challenge discrimination.
7. To carry out other duties which are commensurate with the duties of and responsibilities within this job description as directed by the Law Centre Director or the management committee.

**PERSON SPECIFICATION**

**POST: Solicitor and/or Solicitor with Supervising Experience**

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| 1 | SKILLS AND ABILITIES | Criteria | Assessment |
|  | **Solicitor** |  |  |
| 1.1 | Experience and skills to conduct casework, organise and maintain case files | Essential | Application and interview |
| 1.2 | To be able to identify and prepare cases for appeal and for judicial review  | Essential | Application and interview |
| 1.3 | To be able to act as an advocate before the relevant Tribunal. Have a knowledge of the process of Judicial Review in the Administrative Court | Essential | Application and interview |
| 1.4 | Experience of undertaking publicly funded casework including legal aid certificated work | Desirable | Application and interview |
| 1.5 | To be able to use standard office computer programmes including word processing | Essential | Application and interview |
| 1.6 | To be able to work well under pressure and work with minimal supervision | Essential | Application and interview |
| 1.7 | To be able to develop training materials and deliver training | Essential  | Application and interview |
| 1.8 | Have a knowledge and understanding of the SRA Code of Conduct and the ability to apply it. | Essential | Application and interview |
| 1.9 | Have a working knowledge of the Legal Aid Agency Civil Contracts and its requirements | Desirable | Application and interview |
|  | **Supervisory Role [where appropriate]** |  |  |
| 2.1 | Experience of supervising and managing caseworkers.  | Essential | Application and interview |
| 2.2 | To be able to give direction, advice and back-up support to other solicitors | Essential | Application and interview |
| 2.3 | To have good interpersonal skills and be able to demonstrate an ability to effectively manage, supervise, motivate and work within a team  | Essential | Application and interview |
| 2.4 | To be able to identify sources and interpret UK law and practice and maintain an up-to-date knowledge of your area of law | Essential | Application and interview |
| 2.5 | To be able to guide others in the interpretation of your area of UK law and practise | Essential | Application and interview |
| 2.6 | Have an understanding of management and supervision practices | Essential | Application and interview |
| 2.7 | Have an understanding of equal opportunities and anti-discriminatory principles and be able to apply them when dealing with colleagues and service users | Essential | Application and interview |

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| 3 | GENERAL |  |  |
| 3.1 | To have an understanding of equal opportunities and anti-discriminatory principles and follow GMLC’s equal opportunities policy in all work situations. | Essential | Application and interview |
| 3.2 | Willingness to work in line with GMLC’s confidentiality policy | Essential | Interview |
| 3.3 | Willingness to operate procedures as set down in the GMLC Office manual | Essential | Interview |
| 3.4 | Be able and willing to work occasional evenings and weekends | Desirable | Interview |
| 3.5 | Willing to undertake an Enhanced Disclosure Barring Service check.  | Essential | Application and Interview |