

LAWSTOP

Lawstop is a specialist firm of solicitors with offices in London, Brighton, Cornwall, Somerset Nottingham, Cambridge, and Leicestershire

We are recruiting an experienced Public Law Solicitor to join to join our dynamic legal aid practice. With a modern approach, the firm are legal experts within their areas of law and pride ourselves on high levels of client care, providing an outstanding service at all times.

We require a self-motivated individual with excellent communication and written skills. You will be highly organised, able to manage a varied workload and work well under pressure.

Patience and tact are necessary as you will be assisting vulnerable people whose welfare is our priority. Sound knowledge of legal aid funding is required.

We are a versatile and adaptive practice with a unique approach to the delivery of legal services, and we work hard to achieve the best results for our clients.

Key benefits of working with us include flexible hybrid working, excellent administrative support (including eg assistance with file opening and closing), and opportunities to work across a broad range of public law issues.

Public Law Solicitor

We are looking for:

A qualified solicitor with a professional and pro-active approach; excellent client care skills and ability to deal with client matters in a sensitive manner.

Candidates must meet the Legal Aid Agency Supervisor Standard for public law and have significant experience of advising in public law matters. Must understand the needs of the vulnerable client group that we work with and can balance their needs with assisting paralegals working on their cases.

Consistent with the business' core objectives, you must demonstrate a commitment to access to social justice for all.

The successful candidate will be asked to attend at either our Hammersmith or Liverpool Street offices (the latter opening in Sep 2024) at least once per week.

The interview process will include a written task to be completed prior to interview.

Key Responsibilities:

Advice, Casework & Representation / Core Activities

- Work with the Public Law team to support the day-to-day managerial responsibility for the firm including ensuring compliance with all professional body requirements.
- Variety of duties including dealing with a range of Public Law work including Asylum support, homelessness and allocations, NRPF accommodation and care needs, prisoners' rights, age disputes and other cases involving the Children Act 1989,

discrimination/Equality Act 2010, education, unlawful detention, data protection, access to justice, and policy challenges/strategic litigation.

- Provide advice, casework, representation and advocacy services to clients directly on public law matters.
- Assist and supervise paralegals and caseworkers working on public law matters, ensuring they gain a broad spectrum of experience including conducting casework, advice giving, representation and advocacy where appropriate.
- Maintain accurate and complete files and records in line with SQM standards and Lawstop procedures;
- Assist with running the legal aid contract as appropriate, bill files, complete legal aid applications and comply with other Legal Aid Agency and SQM requirements;
- Provide support and guidance to paralegals in the development of their professional skills (interviewing, advising, client care, legal research, drafting and advocacy) through one-to-one sessions and case oversight;

Enabling

Assist in building and maintaining links with local community groups and advice networks and with legal professionals.

Person Specification

Essential Skills

- Must have a clean, valid Practising Certificate at the time of applying
- At least 1-3 years PQE, however applications from more experienced individuals are also welcome
- At least 3 years' experience working in public law and legal aid
- Demonstrates passion for and delivers a high level of client service including responsiveness and accessibility.
- Deals with clients in a sensitive, professional and competent way; and communicates with clients at a level appropriate to the individual concerned with an innovative, positive and client-focused attitude
- Sympathetic and empathetic to the particular needs of vulnerable clients
- Appreciates their role within the local community and makes a positive contribution to the firm's social responsibility
- Sets and strives for high standards throughout their work
- Accurate, thorough with good analytical skills
- Be able to work to key performance indicators
- Manages own time, works in an organised and methodical manner and prioritises work effectively
- Computer and web literate and other new media, strong ICT skills
- Acts calmly in a crisis, tactful, determined, quick-thinking, but methodical and consistent

Desirable

- Holds Supervisor status
- Experience in own advocacy is an advantage

Hours: Full-time – 37.5 hours per week; 9.30am-5.30pm Monday–Friday (alternative working arrangements including part-time hours will be considered)

Salary: Starting salary from £35,000.

Anticipated start: as soon as possible

Equal Opportunities: Lawstop is committed to Equal Opportunities and embraces diversity of its staff. The Company strives to ensure that our staff reflects the diversity of the communities we serve, which is reflective at all levels within our workforce. We guarantee an interview for candidates that disclose a disability and meet the essential requirements for the post. Please provide additional details in your covering letter if this applies.

The recruitment process will fully comply with GDPR and other applicable laws.

