



Job Title: Legal Intern/Paralegal

Contract: Fixed Term Contract of Six Months
(with potential to extend depending on funding)
Full Time (37 hours per week) however we could consider some limited flexibility

Salary: £17,941.37 FTE

Line Manager: Practice Manager

Summary of Main Responsibilities:

To support the Director of Legal Services, and staff at Suffolk Law Centre (SLC) in the administration and running of Legal Advice Clinics, the Family Law Support Clinic, Immigration, Housing and the Tackling Discrimination in the East (TDE) Projects. To undertake some legal casework duties (under supervision).

This post would ideally suit a Law Graduate, interested in Social Welfare law subjects, as a first job after graduating before commencing a Legal Practice Course or Bar Professional Training Course, or prior to a Training Contract or Pupillage. As part of SLC's 'Grow Your Own' strategy and to help address Suffolk's legal advice gaps, we are keen to provide the training and casework experience to enable trainee staff to progress within our organisation and commit to our overall objective of Access to Justice.

Job Description:

Main Duties and Responsibilities:

1. To provide administrative support to the Director of Legal Services and all staff at Suffolk Law Centre (SLC), including typing, filing, photocopying, dispatching documents, opening and logging post, responding to correspondences via post and email, efficient handling of telephone enquiries, reception visitors, appointment bookings, ordering stationery etc.;
2. To signpost and refer clients to other SLC legal advice services and/or to external advice agencies where required;
3. To input, update and maintain data held on the Case Management System including to document advice and casework and ensuring that it is compliant with the Specialist Quality Mark (SQM) standard and meets the criteria set out within the Legal Aid Contracts and funding agreements/requirements;

4. To assist the Director of Legal Services, Triage Officer (Legal Advice Clinic), Information Officer (Tackling Discrimination in the East Project) and other staff where required including holiday cover;
5. After initial training, legal tasks will include organising information, recording key dates, legal research, completing Legal Aid applications, drafting legal documentation, interviewing clients and witnesses, some negotiation, and to provide assistance in preparation for hearings and preparing files for billing and audit;
6. Assisting with external events, presentations and training delivery;
7. Accurately record full details of all telephone and other contacts and further action recommended, according to SLC procedures;
8. Liaising with external organisations and dealing with referrals in to SLC;
9. Ensure that own knowledge and expertise are as up-to-date as possible in the relevant fields of law;
10. Provide general support to the running of SLC including organising and attending meetings and events such as the Annual General Meeting and other county or regional based groups;
11. Actively participate in team meetings, briefings and training events;
12. Contribute to the development of learning materials or other resources;
13. Take responsibility for developing your own and other professional knowledge and skills;
14. Maintain the standard of professional service in line with relevant policies and procedures;
15. Undertake any other related duties as may reasonably be required.

Special Conditions to Note:

1. The post holder may be required to travel across Suffolk and East Anglia for outreach, as well as nationally for which the appropriate allowances will be paid;
2. 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;
3. This job description may be subject to change in consultation with the post holder;
4. The post holder works toward SLC's commitment to Equality and Human Rights.

Person Specification:

Essential Skills and Attributes:

Whilst the post is open to all, we are particularly keen to attract candidates who are from backgrounds currently underrepresented in the law and who have experienced of some of the issues many of our clients face.

- A basic knowledge of the English legal system, the courts and tribunal process (including interlocutory processes) and interpreting legislation;
- English Law Degree or equivalent;
- Demonstrate an understanding of the benefits of effective advice and advocacy skills, patience and tact, to be able to work with all kinds of clients, and the importance of empowering clients;
- Demonstrate the ability to follow instructions accurately, the ability to absorb large amounts of complex information and attention to detail;
- Demonstrate the ability to write letters/reports and analyse complex information promptly;
- Demonstrate strong verbal communication skills;
- Demonstrate the ability to work on own initiative as well as part of a team, to follow and adhere to management guidance structures in line with SLC professional employment standards, policies and procedures;
- Show excellent office IT skills to include use of up to date technology such as Word and Excel etc.;
- Experience of working to demanding time scales and competing priorities in a pressurised environment;
- Demonstrate the ability to problem solve and deal with stressful situations calmly;
- Demonstrate the understanding for respect for confidential information;
- An ability to empathise with clients.

Desirable Skills and Attributes:

- Has the experience to demonstrate that, after initial training will work independently with supervision;
- Experience of working with communities/individuals who are affected by discrimination and/or agencies working in the voluntary or statutory sector in a relevant field of work;
- Some knowledge of the workings of the public, private and voluntary organisations.