



Job Title: Legal Intern/Paralegal

Contract: Fixed Term Contract (One Year)
Up to 37 hours per week (by agreement)

Line Manager: Practice Manager

Summary of Main Responsibilities:

Support the Director of Legal Services, and staff at the Law Centre in the administration and running of Legal Advice Clinics, the Family Law Support Project and the Tackling Discrimination in the East Project, and undertake, under supervision, some legal casework duties. Would suit a Law Graduate as a first job after graduating before commencing a Legal Practice Course or Bar Professional Training Course. We will give preference to a candidate who will be available over the summer months of 2020 to cover holiday absence.

Job Description:

Main Duties and Responsibilities:

1. To provide administrative support to 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 provide office-based administrative support to the weekly Family Court Advice and Support Help Desk (based at Ipswich Magistrates Court) and the Family Law Support Project, including:
 - a. To act as a point of contact for the Family Court Advice and Support Desk and the liaison between the Family Law Team and the Court Service Administrator;
 - b. To co-ordinate the Volunteers and the Volunteer Rota;
 - c. To ensure that each Volunteer has a full supply of required documents (within their Volunteer folders);
 - d. Taking/retrieving paperwork to/from the Family Court Hearing Centre at Ipswich Magistrates Court;
 - e. To deal with any Volunteer Expenses Claims;
 - f. To co-ordinate the Family Support Clinic advice sessions;
 - g. To produce reports on statistical and qualitative evaluation;
 - h. To promote and provide information about the work of the Family Law Team, ISCRE and SLC;

3. To input, update and maintain data held on the Case Management System(s) including to document advice and casework and ensuring that it is compliant with the Specialist Quality Mark standard and meets the criteria set out within the funding agreements/requirements;
4. To assist the Triage Officer (Legal Advice Clinic) and Information Officer (Tackling Discrimination in the East Project) and other staff where required including holiday cover;
5. Legal tasks will include organising information, recording key dates, legal research, drafting legal documentation, interviewing clients and witnesses, some negotiation, and to provide assistance in preparation for hearings;
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 and ISCRE including 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 Norfolk, regionally and 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 and ISCRE'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 in a pressurised environment;
- 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.