

**Job Description**

Post: Justice First Fellowship Trainee Solicitor

Reports to: Training Principal/Senior Solicitor

Salary: £22,600 per annum

Hours: 35 per week

Based: Liverpool, Merseyside & Remote Homeworking

Purpose of the Post

Vauxhall Community Law & Information Centre is a small community-based Law Centre and has been in existence since 1973 serving the community of the City of Liverpool.

Our Vision:

1. To provide free legal advice, assistance and representation on all legal matters particularly to the residents or those employed in the Vauxhall district of Liverpool.

2. To conduct and contribute to research into any area of law and to disseminate the results of such activities.

3. Provide public legal education to individuals or other such community organisations on legal matters concerned with the welfare of deprived communities.

4. Promote a better understanding of the role of the law and the legal rights and duties of individuals.

5. Sponsor research into the legal needs of deprived areas.

There will be an opportunity to work in the debt, welfare benefits and housing team which is led by a solicitor who was formerly a Justice First Fellow and winner of the LAPG, Legal Aid Newcomer of the Year award. The Centre is seeking to obtain a Legal Aid contract to enable the post holder to run public law cases.

**Responsibilities under supervision:**

1. **Advice and Casework**
* Provide high quality advice and representation to individual members of the public as appropriate.
* To take on associated casework and to make applications for public funding as required.
* To assist in the conduct of housing, debt, social welfare and public law cases
* To develop a case-load that are both in and outside of the scope of legal aid contracts
* Uphold high standards of case management, including keeping the client updated regularly, meeting deadlines and being proactive in progressing the matter.
* To represent clients in the County Court or Tribunal as required.
* Conduct legal research where necessary.
* Assist in the preparation of papers, formal responses to consultations, reports and other materials and participation in meetings, conferences, seminars, training sessions and other events as appropriate.
* To undertake any other duties as may reasonably be required by the Supervisor.

**2. Training and development**

The Trainee will seek to maximise opportunities for learning and development – both self-directed and via formal supervision and training. The Trainee will: -

* Keep a record of training and review progress with their supervisor and the Training Principal.
* Undertake all training necessary to qualify as a solicitor within two years, and attend courses on new legislation, specialist skills and the use of information technology.
* Keep up to date with the changes in relevant legislation and read relevant online resources, journals and updates.
* To develop a project that aims to increase access to justice and demonstrates the need for free, face to face, legal advice and representation.

**3. Engagement in the wider work of the Law Centre**

The Law Centre runs a number of services and projects, and the post holder will be given the opportunity to be involved in a range of work and strategic projects.

**4. Equality and Diversity**

The Law Centre's clients are largely on low incomes and come from a diverse range of minority ethnic groups. The post holder will be expected to show a particular interest in working with this client group and to show an understanding of equal opportunities issues. We especially encourage applicants who have lived-experience of the issues faced by our client group.

**5. Confidentiality**

The post-holder will be required to comply with the Law Centre’s confidentiality policy in relation to client information. They will also be expected to ensure that commercially sensitive information is treated confidentially.

**6. All employees have a duty to: -**

* Ensure that their work conforms to SRA, Lexcel, AQS and the LAA Quality Assurance standards and other Law Centre approved policies and procedures
* Work within the spirit of our Equal Opportunities Policy at all times
* Take due care of their own Health and Safety and that of others in their working environment