

Legal Advice Centre (University House)

Job Description

JOB TITLE:	Family Law Solicitor
SALARY:	£40,000* plus 5% pension contribution (*salary under review)
ACCOUNTABLE TO:	Centre Director
LINE MANAGED BY:	Director of Projects
RESPONSIBLE FOR:	Paid and voluntary advisers who may from time to time assist the project.
LAST REVIEW DATE:	March 2021

MAIN OBJECTIVES:

- Provide in-depth family advice and assistance including representation for clients to Specialist Quality Mark standards.
- Provide specialist level family casework.
- Supervise the Centre's pro bono volunteers during the specialist family clinics, including a weekly evening session.
- Run duty desk services for Family Court hearings, including remote services.

Development and Support

- To engage in project work, campaigning, training, publicity and information work and support to other agencies as required.
- To identify agencies and work closely with and provide second-tier support to generalist advice agencies.
- Where necessary to develop outreach sessions and partnership relationships in the target areas.

Casework

- To provide advice, information and practical support to clients on family matters including child arrangements issues, divorce, non-molestation and occupation orders, home rights and adjustment orders.
- To prepare submissions and provide representation at court level.

- To keep up to date with current legislation, case law and policy in relation to family law.
- To raise income for the Centre through funded casework (should the Centre be awarded a LAA contract in the future).

Supervisory responsibilities

- To supervise the work of staff (paid or voluntary) who may from time to time be assisting the project.

General

- To undertake work in accordance with the Solicitors' Practice Rules with regard to the rules and principles of professional conduct and the agreed practices of the Centre.
- To work with professional supervision from the Director of Projects and with accountability to the Centre Director/Trustees.
- To attend staff meetings convened by the Centre Director and/or Director of Projects. Staff are also encouraged to attend meetings of the Trustees.
- To observe the Centre's Data Protection Policy at all times.
- To undertake all duties within the letter and the spirit of the Centre's Equal Opportunities Policy at all times.
- To assist in cover arrangements during the absence of other members of staff or at times of pressure.
- To undertake any other duties as may be reasonably required by the Centre.
- To provide cover support for general evening advice sessions when required.

Person Specification – Family Law Solicitor	
Eligibility (Essential)	<p>A qualified solicitor (England & Wales) with a current practicing certificate</p> <p>A minimum of one-year PQE</p> <p>Experience running Legal Aid funded case</p> <p>Ability to run case files in accordance with the Specialist Quality Mark</p>
Skills	<p>Highly developed sense of legal professionalism and a commitment to access to justice with excellent client care skills</p> <p>Effective written and verbal communication skills appropriate to a client facing role in a funded-led environment</p> <p>Ability to communicate effectively with project partners and other key stakeholders</p> <p>Be able to prioritise workloads and work to tight deadlines</p> <p>Strong IT skills, specifically Microsoft Office, online video conferencing</p> <p>Ability to produce and deliver training courses</p>
Knowledge and Understanding	<p>Awareness of current social welfare issues, policies and procedures</p> <p>Keen interest and knowledge of diversity and equal opportunities procedures in recruitment and service provision</p> <p>Understand the issues and requirements of working within a small multi-disciplined team</p> <p>Knowledge of Tower Hamlets and other neighbouring boroughs advice and other frontline services</p> <p>Desire to help develop the Centre by being flexible and willing to undertake project management and development</p>
Personal Attributes	<p>Efficient, professional and friendly service to clients and colleagues</p> <p>Commitment to access to justice</p> <p>Dedication to equality and diversity</p> <p>Demonstrable empathy with our user group</p>