

## **Legal Advice Centre (University House)**

### **Job Description**

#### **POST HOLDER:**

**JOB TITLE:** Solicitor Apprentice

**SALARY:** London Living Wage  
(fixed term contract 30 months)

**ACCOUNTABLE TO:** Centre Director/Director of Operations

**LINE MANAGED BY:** Director of Operations

**LAST REVIEW DATE:** July 2022

#### **OVERVIEW:**

#### **MAIN OBJECTIVES:**

- To provide an effective legal advice service for people living or working in East London or elsewhere within England and Wales.
- To meet the outcomes as detailed in your Apprentice Learner Agreement – Knowledge, Skills and Behaviours.

#### **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.
- To support general evening advice sessions.

#### **Casework**

- To provide legal advice and casework on various areas of law which will include at least two of the following; employment, welfare benefits, housing or family law, through an appointment service and advice sessions as appropriate.
- To undertake legal casework and provide representation as necessary at the tribunal or court.
- To keep up to date with current legislation, case law and policy in relation to your areas of practice.
- To raise income for the Centre through project funded casework/ insurance funded cases.

## **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 Supervisor and with accountability to the Centre Director/Trustee.
- To attend staff meetings convened by the Centre Director and/or Director of Operations. Staff are also encouraged to attend meetings of the Trustees.
- To observe the Centre's Confidentiality 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.

**Person Specification – Solicitor Apprentice**

Eligibility (Essential)	LLB (Hons) Law Degree Able to commence solicitor apprenticeship course in September 2022.
Skills	Good communication and interpersonal skills including good written and verbal skills Ability to work under supervision and also on your own initiative Be able to prioritise workloads and work to tight deadlines Strong IT skills, specifically Microsoft Office, online video conferencing
Knowledge and Understanding	Awareness of current social welfare issues, policies and procedures Keen interest and knowledge of diversity and equal opportunities procedures in recruitment and service provision Understand the issues and requirements of working within a small multi-disciplined team Knowledge of Tower Hamlets and other neighbouring boroughs advice and other frontline services Desire to help develop the Centre by being flexible and willing to undertake project management and development Some knowledge of housing, welfare benefits, debt and employment, or the ability to access and use appropriate sources of such information
Personal Attributes	Efficient, professional and friendly service to clients and colleagues Commitment to access to justice Dedication to equality and diversity Demonstrable empathy with our user group