


<b>Job title</b>	Covid-19 Inquiry/Public Law Paralegal
<b>Reporting to</b>	Covid-19 Inquiry Solicitor & Head of Strategic Litigation
<b>Organisation purpose</b>	<p>Just for Kids Law exists to work with and for children and young people to hold those with power to account and fight for wider reform.</p> <p>We do this by providing legal representation and advice, direct advocacy and support, and through strategic litigation, campaigning and equipping others to work for children's rights.</p>
<b>Context</b>	<p>The Legal Team is a busy and responsive team working in the fields of Youth Justice (Crime), and Community Care.</p> <p>We work closely across the teams to provide holistic support for a range of needs and ensure that the young person's voice is heard by the professionals supporting them.</p>
<b>Role purpose</b>	To work in our Public Law Team. The role will mainly, but not exclusively, relate to the Covid 19 Inquiry Module 8: Children and Young People. Working with our policy team, other core participants and Counsel to assist the Inquiry as to whether the best interests and rights of children and young people were considered as part of the process of core political and administrative decision-making in response to Covid-19.
<b>Key accountabilities</b>	<b>Key Activities/Tasks</b>
<b>Casework &amp; Litigation</b>	<ul style="list-style-type: none"> <li>• Under the supervision of the Covid-19 Inquiry Solicitor providing high quality representation with a high degree of professionalism, and conducting work in such a way as to meet relevant external standards (e.g. Specialist Quality Mark, SRA, BSB and OISC etc.)</li> <li>• Meeting with and taking instructions from team at JFKL/CRAE and SCUk</li> <li>• Drafting witness statements and letters</li> <li>• Managing, analysing and distilling a large volume of complex data and documents</li> <li>• Conducting and presenting legal research</li> <li>• Attending conferences and court hearings</li> <li>• Attending and contributing to internal and external meetings</li> <li>• Liaising with Pro Bono Team at Norton Rose Fulbright undertaking the document review</li> </ul>

	<ul style="list-style-type: none"> <li>• Drafting witness summaries, and other necessary legal documents to assist with Inquiry Investigations.</li> <li>• Reviewing evidence from key witnesses appearing before the Covid Inquiry Hearing</li> <li>• Working collaboratively with team members in the preparation of documents and evidence for the Inquiry.</li> <li>• Assisting Counsel on key matters related to the Inquiry.</li> <li>• Performing necessary administrative duties and managing internal processes.</li> <li>• Supporting JFKL marketing and business development activities</li> <li>• Ensuring that all time recording is entered onto the JFKL Case Management System to enable accurate reporting and maximize income</li> <li>• Undertaking billing in a timely manner in line with the COVID 19 Costs Protocol</li> </ul>
<b>Cross-organisational team working</b>	<ul style="list-style-type: none"> <li>• Acting as an active member of JFKL legal team, attending meetings and representing the Public Law Team as and when required</li> <li>• Contributing to cross organisational communications, campaigns and other projects where appropriate.</li> </ul>
<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>• Attending and participating in internal, external meetings as required including meetings outside of normal working hours where necessary</li> <li>• Being a positive, cooperative, and constructive team member, upholding the values of JFKL</li> <li>• Complying with JFKL's monitoring and recording requirements both internally for SMT/Board and externally for Funders, Stakeholders, the Covid 19 Inquiry and the Legal Aid Agency if required</li> <li>• Ensuring compliance with the Solicitors Regulation Authority, BSB and OISC requirements where appropriate. Including maintaining a Personal Competence record of all objectives in terms of training and development needs and any courses or training undertaken to evidence compliance</li> <li>• Representing and promoting the organisation's work positively</li> <li>• Carrying out all work with due regard to JFKL's policies and procedure</li> <li>• Promoting Equality and Diversity principles in all aspects of work</li> </ul>
<b>Other duties</b>	You will be expected to carry out any other duties which fall reasonably within this role.
	<p style="text-align: center;"><b>Updating this role description</b></p> <p>This is a description of the job as it is presently constituted. It is the practice of Just for Kids Law to periodically review role descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the organisation to reach agreement on any changes but if agreement cannot be</p>

reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you

	Person Specification	
	Essential (must have in order to carry out the work)	Desirable (not essential but preferable)
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of the principles of public law and administrative review, and specifically the duties owed by public bodies towards, children and young people.</li> <li>• Knowledge of the Human Rights Act, and the UNCRC</li> <li>• Knowledge of the duties owed by the local authority in supporting children and young people in need and in care/leaving care.</li> <li>• Knowledge of the youth justice system, and the policy issues related to the children within it.</li> <li>• Knowledge of the CPR and Judicial Review procedures.</li> <li>• Knowledge of legal aid requirements, public funding applications and billing files.</li> </ul>	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p>	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in Public Inquiries, Children’s Rights &amp; Human Rights Law</li> <li>• Experience of working with children and young people</li> <li>• Experience of influencing public policy</li> </ul>	<p style="text-align: center;">x</p>	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p>
<b>Qualifications and training</b> A degree in law or other equivalent qualification including ILEX Or an alternative degree in any other subject with relevant legal experience	<p style="text-align: center;">x</p>	
<b>Skills and abilities</b> <ul style="list-style-type: none"> <li>• Excellent writing and communication skills.</li> <li>• Ability to build rapport and trust with children and young people.</li> <li>• Ability to deal with confidential and sensitive issues discreetly.</li> <li>• Ability to work flexibly and manage a range of tasks whilst meeting competing deadlines.</li> <li>• Ability to use own initiative and take responsibility to get things done.</li> <li>• Ability to work effectively as part of a small team</li> </ul>	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p>	
<b>Qualities</b> <ul style="list-style-type: none"> <li>• Respect for children and young people and a champion for their rights.</li> </ul>	<p style="text-align: center;">x</p>	

<ul style="list-style-type: none"> <li>• A commitment to children and young people’s participation and youth engagement.</li> <li>• Energetic, self-motivated and organised individual demonstrating interest in and commitment to the organisation’s objectives.</li> <li>• Enthusiastic about working for this young and ambitious organisation.</li> <li>• Enjoy working with young people from diverse backgrounds.</li> </ul>	x  x  x  x  x	
<b>Other requirements</b> A willingness to work occasional evenings and weekends.	x	

**November 2024**