


## Just for Kids Law Head of Strategic Litigation

	Role Description
<b>Role</b>	Head of Strategic Litigation
<b>Reporting to:</b>	Legal Director
<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 Directorate is a busy and responsive team comprised of 12 lawyers (Solicitors, Barristers a Senior Immigration Caseworker and Trainees) working in the fields of Youth Justice (Crime), Education, Community Care, Housing, Immigration and Public Law.</p> <p>From June 2020 to May 2021 the Legal Directorate represented 492 clients. We work closely with our Programmes Directorate to provide holistic support to clients with a range of needs and to ensure that the young person’s voice is heard by the professionals supporting them.</p>
<b>Role purpose</b>	<p>The Head of Strategic Litigation will be based in JFKL’s Multi-Disciplinary Legal Team. As well as maintaining and managing a caseload the post holder is responsible for leadership and management of JFKL’s Strategic Litigation team, including developing and delivering case strategies, conducting strategic litigation, and ensuring all casework undertaken within the team is conducted to the highest possible standard and in compliance with professional rules and regulations and the Public Law Contract with the Legal Aid Agency. Supported by SMT they will be key in the development of Strategic Litigation and relevant external-facing activities.</p>
<b>Key accountabilities</b>	<b>Key activities/tasks</b>
	<p>Direct responsibility for the delivery of the Strategic Litigation Project of Just for Kids Law including</p> <ul style="list-style-type: none"> <li>• Providing and Supervising High Quality Advice and Representation for clients.</li> <li>• Supervising and Coordinating delivery of the Public Law Contract</li> <li>• Ensuring team financial targets are met and matters billed timely</li> <li>• Coordinating Reporting requirements for reporting on your strand of work</li> <li>• Contributing to fundraising applications and the fundraising process</li> </ul>

<b>Casework and litigation</b>	<ul style="list-style-type: none"> <li>• Providing high quality advice and representation for individual clients 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>• Conducting strategic, complex and sometimes high-profile judicial review litigation on behalf of clients and JFKL, using legal aid and other sources of funding</li> <li>• Analysing complex factual and legal situations and advising as to the way forward</li> <li>• Creating a culture of client care in terms of service delivery</li> <li>• Maintaining a caseload of a reasonable size in order to meet team financial targets</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 and appropriate way to ensure regular cash flow to JFKL</li> <li>• Providing authoritative public law advice and information to organisations and others, including delivering training, public speaking and contributing to publications</li> </ul>
<b>Team leadership</b>	<p>Managing staff, providing them with good leadership, specifically supervising members of the Strategic Litigation team:</p> <ul style="list-style-type: none"> <li>• Ensuring team members understand what is expected of them</li> <li>• Providing regular supervision and appraisal to ensure high quality casework</li> <li>• Conducting regular reviews of team performance and providing constructive feedback to both the team and individuals and where appropriate conducting file reviews in line with JFKL's Quality Framework</li> <li>• Identifying development needs of team members and acting as coach when required</li> <li>• Ensuring that there are effective systems within the Strategic Litigation Team for identifying and meeting deadlines and key dates, maximizing Legal Aid income and managing, reporting and billing files efficiently</li> <li>• Contributing to creating a culture of continuous learning</li> <li>• Liaising with the Legal Director where there are concerns about any particular case and/or potential conflicts of interest or other professional conduct issues.</li> <li>• Working with Director of Policy and Campaigns and the Director of CRAE in the achievement of the organisation's policy objectives through Strategic Litigation</li> <li>• Acting as a role model in terms of behaviour and performance at work</li> </ul>
<b>Cross-organisational leadership</b>	<ul style="list-style-type: none"> <li>• Acting as an active member of JfKL management, attending meetings and representing Strategic Litigation Team as required</li> <li>• Developing and promoting Strategic Litigation and, with SMT, contributing to strategic discussions and decisions about direction of Strategic Litigation</li> </ul>

	<ul style="list-style-type: none"> <li>• Leading on Strategic Litigation contribution to cross organisational communications, campaign and other projects</li> <li>• Advising other staff within the wider JFKL team on issues relating to their clients where these have a Public Law/Strategic Litigation component.</li> <li>• Acting as external facing lead and ambassador for Strategic Litigation work across the organisation including facilitating training both internally and externally in training events and conferences as required</li> <li>• Work closely with the Policy and Campaigning Team to report trends arising from your work and contribute ideas. This may involve taking the lead in preparing draft written responses to particular issues on JFKL's behalf, for approval by the relevant SMT members and representing JFKL at external meetings with government officials or parliamentarians where appropriate</li> </ul>
<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>• Working with the SMT in the preparation of funding applications and requirements</li> <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 and the Legal Aid Agency</li> <li>• Monitoring own financial performance, ensuring adequate funding of cases (including limitations to public funding certificates), timely progression of billing etc</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 procedures</li> <li>• Promoting Equality and Diversity principles in all aspects of work</li> </ul>
<b>Other duties</b>	Carrying out any other duties which fall reasonably within this role.
<b>Updating this role description</b> 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 reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you.	



<ul style="list-style-type: none"> <li>• Able to work independently without direction.</li> <li>• Ability to provide leadership, motivation, supervision and support to colleagues.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to exercise sound judgment and offer strategic insight.</li> <li>• Ability to work collaboratively, including developing and implementing shared plans.</li> <li>• Committed to providing a highly professional service to clients.</li> </ul>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	
<p><b>Qualities</b></p> <ul style="list-style-type: none"> <li>• Respect young people and champion effectively for their rights with a strong commitment to children’s rights and the use of the law to achieve change</li> <li>• Energetic, self-motivated and organised individual who is prepared to throw themselves into the work of Just for Kids Law, work collaboratively and uphold our mission, vision and values</li> <li>• Creative and enthusiastic thinker who is able to support their team to manage complex cases.</li> <li>• A sympathetic, supportive team leader, able to respond to their team’s needs and guide them team through the challenges of their role.</li> </ul>	<p>x</p> <p>x</p> <p>x</p> <p>x</p>	
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Prepared to work out of hours occasionally</li> <li>• Willing to attend training</li> </ul>	<p>x</p>	<p>x</p>