**Just for Kids Law Trainee Solicitor**

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| jfklogo | | **Role Description** |
| **Job title** | Trainee Solicitor | |
| **Reporting to** | Legal Director; Head of Strategic Litigation and/or Education and Community Care Solicitor | |
| **Organisation Purpose** | 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.  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. | |
| **Context** | The Legal Team is a busy and responsive team comprised of Solicitors, Barristers a Senior Immigration Caseworker and Trainees working in the fields of Youth Justice (Crime), Education, Community Care, Immigration and Public Law.  We work closely with our Programmes Team to provide holistic support for a range of needs and ensure that the young person’s voice is heard by the professionals supporting them. | |
| **Role purpose** | This role is for a trainee solicitor to undertake a training contract. The trainee solicitor will, under the supervision of qualified solicitors and barristers, undertake tasks in Advocacy and Oral Presentation; Case and Transaction Management; Client Care and Practice Support; Communication; Dispute Resolution; Drafting; Interviewing and Advising; Legal Research; Negotiations, as required by Solicitors Regulation Authority, in agreed areas of law.  The trainee will undertake “seats” in at least three of the legal areas that the charity undertakes, in line with the SRA requirements. | |
| **Key accountabilities** | **Key Activities/Tasks** | |
| **Working with clients** | * Ensuring that all advice, assistance and representation complies with the requirements of Solicitors Regulation Authority (SRA), Specialist Quality Mark (SQM) and Legal Aid Agency (LAA). * Interviewing clients, obtaining instructions, providing them with updates. This will sometimes be outside the office. | |
| **Legal case work** | * Undertaking legal research * Emailing and calling courts, opponents and counsel to update, chase matters and generally progress the case. * Drafting legal documents such as representations, witness statements, pre-action protocol letters and other case papers. * Representing clients, for example at Governing Body meetings, Independent Review Panel meetings and SEND Tribunals and do the necessary preparation and research. * Attending various external meetings, with clients, counsel or other interested parties and taking notes. | |
| **Admin and billing** | * Recording all casework within multiple case management systems. * Promptly billing files where necessary and undertaking and obtaining payment for work undertaken. * Making applications to the LAA. * Reporting on work conducted to Management on a regular basis and to assist with preparing and gathering information for reports to funders and other bodies, including government agencies, where necessary. * Case preparation, including making bundles and attending court to issue proceedings. | |
| **Professional development** | * Undertaking all training necessary to qualify as a solicitor within two years * Attending training relevant to the areas of law covered during the training contract, and any other training relevant to their training contract * Keeping up to date with the changes in relevant legislation * Reading the relevant law journals * Updating and maintaining a training record * Regularly discussing with the Training Principal and the line managers your job performance and personal career development * Fully engaging in the appraisal process to further personal development and maximise your contribution to Just for Kids Law * Undertaking such training as is necessary as to gain and maintain the standards required by the LAA, the SRA, the Law Society and the Office of the Immigration Services Commissioner | |
| **General responsibilities** | * Representing and promoting the organisation’s work positively. * Carrying out all work with due regard to JFKL’s policies and procedures. * Promoting Equality and Diversity principles in all aspects of work. * Attending and participating in internal, external and adhoc meetings as required including meetings outside of normal working hours where necessary * Being a positive, cooperative, and constructive team member, upholding the values of JfKL * Complying with JFKL’s monitoring and recording requirements both internally for SMT/Board and externally for Funders, Stakeholders and the Legal Aid Agency * Carrying out any other duties which fall reasonably within this role. | |
| **Other duties** | You will be expected to carry out any other duties which fall reasonably within this role, including:   * Supporting volunteers as and when required. | |
| **Updating this role description**  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. | | |

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| jfklogo | **Person Specification** | | |
|  | | **Essential**  (must have in order to carry out the work) | **Desirable**  (not essential but preferable) |
| **Knowledge**   * A knowledge and awareness of the requirements of public funding and regulatory requirements * Knowledge of the areas of law that Just for Kids Law undertakes | | **x** | **x** |
| **Experience**   * Experience in using Microsoft Office, email and the internet, case management and legal research programs * Paralegal or other case work experience * Experience of working directly with children or young adults. | | **.**  **x** | **x**  **x** |
| **Qualifications and training**   * A degree (and any relevant conversion course) * LPC (we will consider applicants who wish to undertake LPC at the same time as the training contract) | | **x** | **x** |
| **Skills and abilities**   * The ability **t**o maintain a high level of client care and representation * The ability to recognise and assist with the difficulties inherent in providing legal services to children and young adults. * The ability to work on your own initiative and also co- operatively with colleagues. * The ability to prioritise workloads and to ensure that all deadlines are met. * The ability to analyse and assess detailed information, and to grasp complex issues rapidly. * Good communication skills, including the ability to communicate effectively with people from a wide range of backgrounds, many of whom do not speak or read English and who may have experienced abuse, discrimination or other traumas. * Good advocacy skills | | **x**  **x**  **x**  **x**  **x**  **x**  **x** |  |
| **Qualities**   * A demonstrable interest and commitment to the Just for Kids Law ethos and the areas of law provided | | **x** |  |
| **Other requirements**   * Be entitled to work in the UK * Be able to travel occasionally outside London. * Be able to occasionally work outside the usual office hours when urgent cases arise | | **x** | **x**  **x** |