



Job Title: Trainee Discrimination Legal Advisor
(working towards Legal Aid Supervisor)

Contract: Fixed Term Contract
(Two Years – with potential to be extended subject to funding)

Full Time (37 hours per week)

Salary: £22,000 - £26,000 (dependant on current experience by reference to the Discrimination Legal Aid Contract)

Location: Ipswich

Summary of Main Responsibilities:

We are working towards recommencement of our Legal Aid Civil Standard Contract 2018 in Discrimination and to achieve that we are looking to train up a Discrimination Legal Advisor to Supervisor Standard over a period of up to two years, as part of Suffolk Law Centre's Grow Your Own initiative. This post is therefore working towards Category Supervisor Standard for the Legal Aid Civil Standard Contract 2018 (or as amended).

As Trainee Discrimination Legal Advisor, you have the potential to become a specialist Discrimination Legal Advisor and Legal Aid Category Supervisor. You will develop your specialist legal knowledge, skills and casework experience to enable you to be part of, and to build up to supervise this dedicated team.

Your work will be a mixture of legally aided work and grant funded work (our grant funded work as part of the Tackling Discrimination in the East project is funded by the National Lottery Community Fund).

The postholder will be expected to undertake the necessary training, as well as provide timely and accurate legal advice, advocacy and representation to people who experience unlawful discrimination and harassment across Suffolk and Norfolk, complaints against public bodies, and to assist with running outreach clinics in Suffolk.

This role is fully funded by the Legal Education Foundation (TLEF), with designated funding for two years. The postholder will work with our Business Development Manager to identify further funding, including the preparation and readiness for recommencement of our Discrimination Legal Aid contract.

Whilst the post is open to all, **we are particularly keen to attract candidates who are from backgrounds currently underrepresented in the law**, and who may have experienced of some of the issues faced by our clients.

Job Description:

Main Duties and Responsibilities

1. Support clients who experience discrimination, harassment, and/or want to make complaints against public bodies. This will be through representation, legal casework and effective signposting/referral;
2. Undertake casework using the Case Management System, ensuring it is compliant with the Specialist Quality Mark standard, as well as criteria set out in funding agreements;
3. To provide the highest quality advice, assistance and representation in Discrimination Law and to assist with ensuring that all Legal Aid work complies with the terms of the SQM and the Legal Aid Contract;
4. Legal tasks to include interviewing clients, organising information, making applications for Legal Aid, recording Key Dates, legal research, giving oral and written advice, drafting legal documentation, some negotiation, to assist in preparation for hearings and to prepare Legal Aid files for billing and audits;
5. Accurately record full details of all telephone and other contacts and further action recommended, according to SLC procedures;
6. Maintain close relationships with other advice/specialist agencies and support the development of an agency network offering advocacy and advice in respect of Discrimination issues;
7. Oversee work undertaken by legal volunteers, trainee solicitors and paralegals as appropriate – including conducting file reviews once the Supervisor Standard has been met;
8. Assist in providing regular operational reports from the case management system, including client outcomes and impact reporting, and interpret the information to identify trends and areas of concern;
9. With colleagues, advise, liaise and work in partnership with public, private and voluntary sector bodies to ensure services and employment standards are non-discriminatory;
10. Support and develop Suffolk Law Centre's programme of work ensuring projects identify and address local priorities and that issues affecting Suffolk's communities are communicated widely via appropriate channels;
11. Inform, promote and encourage public, private and voluntary sector bodies to effectively prevent and respond to the experiences of discrimination, inequality and hate crime, to include presentations and training delivery;
12. Maximise Legal Aid income where the area of law is within scope of the Legal Aid Contract;
13. To undertake all work in accordance with Suffolk Law Centre's ethos, policies and procedures and to ensure that financial and other targets are met;
14. To carry out file reviews in accordance with the SQM requirements (if the applicant meets the Legal Aid Supervisor Standard);
15. Provide general support to the running of Suffolk Law Centre, including attending meetings and events such as the Annual General Meeting and other county or regional based groups;
16. Ensure that own knowledge and expertise are as up to date as possible in the relevant fields of law;
17. Take responsibility for developing your own and other professional knowledge and skills;

18. Contribute to the development of learning materials or other resources;
19. Undertake any other related duties as may reasonably be required.

Special Conditions to Note:

- The post holder may be required to travel across Suffolk and Norfolk, regionally and nationally for which the appropriate allowances will be paid;
- The hours of work are flexible to meet the demands of the job, and may require some evening and weekend working, for which time off will be given;
- This job description may be subject to change in consultation with the post holder;
- The post holder works toward ISCRE Group of Charities' commitment to Equality and Human Rights.

Person Specification:

Essential Skills and Attributes:

- A sound knowledge of the English legal system, the Courts and Tribunal process and interpreting legislation;
- Basic knowledge of equality and employment legislation and the willingness to train in this specialism;
- After initial training, the ability to manage independently a substantial caseload with limited supervision;
- An understanding of effective advocacy and representation skills and the importance of empowering clients;
- Experience of working (paid/unpaid) with communities/individuals who are affected by discrimination and/or agencies working in the voluntary or statutory sector in a relevant field of work;
- Ability to write letters/reports and analyse complex information promptly;
- Strong verbal communication skills;
- Ability to work on own initiative as well as part of a team;
- Ability to follow and adhere to management guidance structures in line with Suffolk Law Centre's professional employment standards, policies and procedures;
- Excellent IT skills to include use of software such as Microsoft Word, Excel, Teams etc.;
- Experience of working to demanding time scales in a pressurised environment;
- Ability to empathise with clients.

Desirable Skills and Attributes:

- Legal qualification e.g. Solicitor, Barrister, or equivalent;
- Knowledge of Discrimination or Employment Law and/or advice;
- At least 2 years of legal case management experience, undertaken through paid or voluntary experience;
- Experience of using a Case Management System (ideally Advice Pro);

- Experience of working under the Legal Aid Agency Contract requirements for Legal Help and Certificated Work;
- Experience of working to quality standards such as SQM and/or Lexcel;
- Experience of County Court litigation;
- Experience of working with highly vulnerable clients with complex needs;
- Some knowledge of the workings of the public, private and voluntary organisations;
- Experience of managing paralegals/trainees/volunteers;
- Experience of project development;
- Experience of fundraising;
- Experience of using social media as an awareness raising and marketing platform;
- A willingness to travel regularly in Suffolk and Norfolk to provide outreach;
- Full driving licence and own car.