



Solicitor – part-time

Reports to:	Chief Executive
Salary:	£23,505 or £31,340 (equivalent to £39,176 full-time)
Hours:	21 or 28 hours (3 or 4 days) a week
Term:	Permanent
Holiday:	25 days per annum (pro rata) (plus bank holidays and Christmas closing), increasing with service
Benefits:	5% contribution pension scheme & private healthcare cashback plan
Location:	National Pro Bono Centre, Chancery Lane, London

Introduction to LawWorks

LawWorks is the operating name of the Solicitors Pro Bono Group. Our aim is to enable access to justice through supporting and developing the contribution of legal pro bono.

With support from the Law Society, we encourage, facilitate and celebrate pro bono across the profession in England and Wales. We work primarily with solicitors (firms and in-house teams), and also with law schools and law students, and other legal and non-legal volunteers and organisations. LawWorks has around 150 members including some of the largest City firms and International firms with an office in London, national, regional and local firms, in-house teams, law schools and charities.

LawWorks is a relatively small organisation with 18 members of staff (6 part-time) and a small team of volunteers. 12 members of staff are currently based at the National Pro Bono Centre in London, with 6 further staff based in Wales, South West England, North West England, East of England and the Midlands. An organisation chart is on page 5.

There are currently three key strands to our work:

- We support a growing network of over 230 local independent pro bono advice clinics across England and Wales. We work with lawyers, advice agencies, charities and others to establish or develop new clinics, and provide ongoing information and support, for clinic volunteers and coordinators;

- Our Not-for-Profits Programme facilitates the provision of free legal advice for smaller charities and not-for-profit organisations, supported by volunteer lawyers from among LawWorks' members. We also provide free online training videos for charities, covering many of the common legal issues they face;
- We support a number of 'secondary specialisation' projects to support the development of more in-depth pro bono (e.g., bespoke casework and/or representation), in areas of social welfare law. This includes supporting firms and individual solicitors to provide representation at 1st tier social security appeal tribunals, and (working with the charity Together for Short Lives), to provide legal advice for parents and carers of children with life-limiting conditions. More recently, we have been developing a new project to support employment law pro bono and unpaid wages/unlawful deductions cases. This work is supported by three part-time solicitors, including this role – we are looking for a solicitor to join the team to lead on our social security work (**see below**).

LawWorks is a partner organisation for the Litigant in Person Support Strategy, working with Law for Life, the Personal Support Unit (PSU), RCJ Advice, the Bar Pro Bono Unit and the Access to Justice Foundation. Funded by the Ministry of Justice, the Strategy works to improve information, support, advice and representation for individuals going to court or tribunal without a lawyer.

In addition to encouraging and supporting pro bono delivery, we also work to address barriers to justice and provide a 'policy voice' for pro bono, recognising that pro bono does not work in a vacuum, and that it is not (and should not be seen as) an alternative to legal aid.

We are a busy and (for our size) complex charity, with a friendly team, a positive ethos and a commitment to doing all we can to ensure that LawWorks is a strong and efficient organisation and a great place to work.

Solicitor – about the role

We are looking for a dynamic lawyer who is committed to helping ensure that the most vulnerable in society are able to access justice. The role is an opportunity to work on interesting, sometimes legally complex cases, in an organisation recognised as being a leader in pro bono practice.

We are open to applications for secondment for the role

Job purpose

To lead on developing and maintaining pro bono in areas of social welfare law, in particular social security law matters (including casework and representation at 1st-tier tribunal). (The current focus is on employment and support allowance, personal independent payment and disability living allowance appeals, and some housing benefit cases).

To provide legal support for other LawWorks solicitors, as appropriate.

Role description

- Assessing referrals from Law Centres, advice agencies and other non-profit organisations and managing a team of pro bono volunteers.
- Providing social welfare law advice and casework services in support of pro bono solicitors and other legal pro bono volunteers.
- To manage and supervise pro bono projects, ensuring that appropriate records and case management files are kept and that work is conducted to a high standard, in line with professional standards (including the Pro Bono Protocol).
- To support the overall development of the project and LawWorks' secondary specialisation, maximising its impact and reach, and identifying opportunities for scaling and replicating LawWorks approach to pro bono casework.
- Develop (with the Policy and External Affairs Team) relevant training, and oversee its effective outreach work with service providers and agencies (e.g. law centres and advice agencies).
- Work with our clinics team to support clinics which offer social welfare and social security law advice, and identify new ways to assist them.
- Provide reports and other information for use within LawWorks, with funders and partners, and in support of LawWorks policy work in relation to social welfare law and welfare rights matters (including case studies and trends concerning decision-making and the tribunal process).

Person specification: skills and experience

	Essential/ Desirable
Qualified solicitor with a minimum of three years post qualification experience (PQE).	E
Experience or familiarity with social security law – advice and representation - and/or of working in a social welfare law context such as a law centre, legal advice clinic or similar agency.	E
An understanding of legal aid and the not-for-profit legal and advice sector	E
A positive, solution-focused attitude, pro-active and comfortable using your own initiative	E
Excellent communications skills, and proven ability to communicate effectively, both verbally and in writing, with a variety of individuals and stakeholders	E
Excellent at building and maintaining relationships with a variety of stakeholders	E

Skilled at working collaboratively and effectively with others from a variety of backgrounds to achieve shared objectives	E
Highly organised, with the ability to maintain effective case management files and records in line with legal, professional and regulatory requirements.	E
Understanding of and commitment to equal opportunities	E
Commitment and proven ability to work as part of a small team and across teams and projects	E
Ability to supervise the work of others	E
Experience or aptitude for training development and delivery	D
Commitment to the legal pro bono and voluntary advice sectors	E
Project management and project development experience	D

How to apply

Please submit a CV and a covering letter, outlining why you are interested in the role, and how your skills, knowledge and experience meet the person specification.

(Please address as much as the person specification as you can. We recognise that applicants may be much stronger on some of the requirements for the role than others).

The deadline for applications is **5.00pm on Thursday 14th June 2018**.

Please submit your application to applications@lawworks.org.uk with 'Solicitor' in the Subject field.

Interviews for shortlisted applicants are planned for late June/early July (the interviews to be held in central London). Shortlisted candidates may be asked to complete and return a written exercise prior to the interview.

If you would like an informal and confidential chat about the role, please contact Martin Barnes at martin.barnes@lawworks.org.uk

(Privacy notice: personal information contained in the application will be kept for 12 months and thereafter securely destroyed.)

LawWorks is an equal opportunities employer. We welcome applications irrespective of race, religion, gender, sexual orientation, disability or age.

May 2018

LawWorks structure

