



## Solicitor (employment law) – part-time

<b>Reports to:</b>	<b>Head of Not-for-Profits and Secondary Specialisation</b>
<b>Salary:</b>	<b>£21,957 (equivalent to £36,595 full time) - plus 5% pension contribution</b>
<b>Hours:</b>	<b>21 hours (3 days)</b>
<b>Term:</b>	<b>Permanent</b>
<b>Holiday:</b>	<b>25 days per annum (pro rata)</b>
<b>Location:</b>	<b>National Pro Bono Centre, Chancery Lane, London</b>

### About 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 (4 part-time) and a small team of volunteers and interns. 12 members of staff are currently based at the National Pro Bono Centre in London, with 6 staff based in Wales, South West England, North West England, East of England and the Midlands.

There are currently three key strands to our work to support and facilitate pro bono:

- We support a growing network of over 260 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 to small charities and not-for-profit organisations, supported by volunteer lawyers from among LawWorks' members;
- We support a number of 'secondary specialisation' projects to support the development of more 'in-depth' pro bono, in areas of social welfare law (e.g., bespoke casework and/or representation). This includes supporting firms and individual solicitors to provide representation at 1<sup>st</sup>-tier social security appeal tribunals, an unpaid wages project, and (working with the charity Together for Short Lives for a project called 'Voices for Families'), to provide legal advice for parents and carers of children with life-limiting conditions.

LawWorks is a partner organisation for the Litigant in Person Support Strategy, working with Law for Life, the Personal Support Unit (PSU), RCJ Advice, Advocate 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 to provide a 'policy voice' for pro bono. For example, we were active in responding to the Government's review of cuts to legal aid introduced by the Legal Aid, Sentencing and Punishment of Offenders Act (LASPO) 2012. We also provide the secretariat for the All Party Parliament Group on Pro Bono and Public Legal Education.

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.

## **The unpaid wages/employment law project**

Our unpaid wages project launched in June 2018 with the support of Trust for London. The project provides training and supervision for volunteer (pro bono) solicitors who provide casework through to the Employment Tribunal.

### **Job purpose**

To lead on developing and maintaining pro bono on employment law matters, in particular unpaid wages advice and casework for low paid workers in London with the support of volunteer lawyers. The unpaid wages project is supported by Trust for London.

We are open to applications for secondment.

### **Role description**

- Assessing referrals of unpaid wages cases from Law Centres and other non-profit agencies in London and managing a team of volunteer lawyers to take the cases on from start to finish.
- Providing employment law advice and casework services in support of pro bono solicitors and other legal pro bono volunteers, including support for claims taken through the Employment Tribunal.
- 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).
- Develop (with the Policy and External Affairs Team) 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 employment law advice in our London network and identify new ways to assist them, particularly in relation to unpaid wages issues.
- Provide reports and other information for use within LawWorks, funders and partners, and support for LawWorks policy work in relation to employment law matters.

## Person specification: skills and experience

	Essential/ Desirable
Qualified solicitor with a minimum of two years' post qualification experience (PQE) in employment law (including litigation and advocacy in court and/or tribunal)	E
An understanding of legal aid and the not-for-profit legal and advice sector	D
A positive, solution-focused attitude, pro-active and comfortable using your own initiative	E
Excellent communication 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, and working collaboratively	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 development experience	D

## How to apply

Please submit a CV (maximum 3 sides) and a covering letter (maximum 3 sides) outlining why you are interested in this role and highlighting how your skills, knowledge and experience meet the criteria in the person specification

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

We would be grateful if you could also complete an equal opportunities monitoring form – this will be separated from your application once it is received.

**Please apply by 10.00am on Monday 9<sup>th</sup> September. Please note that we encourage applications as soon as possible and may interview applicants before the closing date.**

Applications received after 9<sup>th</sup> September will not be accepted.

Submit your application to [applications@lawworks.org.uk](mailto:applications@lawworks.org.uk) citing 'Solicitor/EL' in the subject line.

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

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

July 2019