



Solicitor/Senior Caseworker – Lead on Women's Prison Project

Person Specification

Candidates must meet all the following:

- ***Qualification and accreditation:*** Immigration and Asylum Accredited at Senior Caseworker level
- ***Casework experience:*** At least two years' experience of running a legal aid caseload - including appeals.
- ***Working style:*** Ability to work under pressure, prioritise and meet deadlines
- ***Communication:*** Ability to communicate clearly & effectively in written English

Job Description

1. Objectives of the Role

- 1.1. You will be the lead of the women's prison project.
- 1.2. You will be the first port of call and provide leadership to anyone within the women's project.
- 1.3. You will be responsible for line management of your support alongside dedicated HR.
- 1.4. You will oversee the development of the team to achieve the best possible outcome for our clients.
- 1.5. You will provide suggestions for developing working practices and growth in the team.
- 1.6. You will be a fee earning member of the firm, working as an effective team player, responsible for the conduct of clients' cases, generating significant fee income and making a positive contribution to the expertise and reputation of the firm.

2. Key Responsibilities

Lead Role

2.1. You will be responsible for managing the women's prison project which will include:

- You will be responsible for managing the allocation of new clients in the women's prison project in accordance with the firm's strategy
- You will work with the Head of the Legal Aid Department to implement the firm's strategy on the management of legal aid work within the women's prison project
- You will be the first point of contact for any issues arising in regard to the women's prison project.

Senior Casework Role

2.2. You will take instructions from clients and gain a full understanding of the relevant circumstances. You will understand the client's goals

2.3. You will have conduct of a specified remit of cases, appropriate to your skill and experience.

2.4. You will provide high quality and targeted legal advice on the law, policies, and procedures. You will advise on prospects of success. You will advise on the costs.

2.5. You will identify, propose, and agree a strategy with the client and clearly communicate the instructions, agreed strategy, risks and costs to the client.

2.6. You will assemble, review, and advise on evidence.

2.7. You will make applications, guiding clients through the procedures and processes.

2.8. You will draft representations, legal submissions, and skeleton arguments.

2.9. You will represent clients in proceedings before the courts and tribunals, liaising with Counsel and other professionals where required.

2.10. In your conduct of casework, you will manage your priorities, maintain good records, record time, pay the greatest attention to detail, comply with deadlines and key dates, ensure that there is always 'cost cover', and maintain good communication with clients throughout.

2.11. You will be ready to be 'self-servicing' and to undertake such administrative tasks as will contribute to the smooth running of your casework and of the firm.

2.12. You will contribute to the sharing of knowledge throughout the firm, always supporting your colleagues and working in a cooperative and collegiate manner.

3. Personal Development

- 3.1. Throughout your employment you will maintain a high level of legal and technical competence and understanding, through reading and self-study, in addition to training provided by the firm.
- 3.2. You will ask questions about the firm to develop a greater understanding of the firms' operations and financial performance to support the firm's future.
- 3.3. You will maintain and develop your understanding in the field of human rights.
- 3.4. You will maintain an awareness of domestic government policy and of global current affairs, particularly in relation to the home countries of our overseas clients, in so far as it might impact on your field of work.