

# Job Description

## Community Care Solicitor (Maternity Cover)

**Department: Faculty of Laws**

**Grade: 7**

**Location: UCL Integrated Legal Advice Clinic, Stratford**

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### Reports to:

CAJ Head of Teaching and Learning, Faculty of Laws

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### Context

The Centre for Access to Justice (CAJ) at UCL Faculty of Laws aims to provide significant benefit to, and strengthen links between, the local community, UCL students and the legal professions. Importantly, the CAJ combines the unique advantages of clinical legal education (CLE) with the provision of pro bono legal advice to vulnerable communities.

Our activities assist individuals in areas where legal advice and representation is most needed as well as providing rich educational value to UCL students in the Faculty of Laws.

The core objectives of the CAJ are:

- To provide high quality legal assistance, advice and representation to members of the local community who would otherwise be unable to afford it
- To engender an awareness of social justice in our students
- To implement innovative teaching and learning methods
- To develop students' ethical and professional awareness

- To build stronger links between UCL, the legal profession, NGOs and the local community
- To facilitate policy-focused research on a broad range of access to justice issues

The CAJ has a significant track record of success in meeting these objectives and has developed successful and enduring partnerships with external organisations including Law Centres, Just for Kids Law and the Free Representation Unit

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### Main purpose of the job:

Ahead of UCL's expansion into East London on a new campus on the Olympic site, the CAJ has opened the UCL Integrated Legal Advice Clinic (UCL iLAC) a drop-in social welfare law clinic in Stratford. The Clinic offers generalist legal advice together with specialist advice, casework and representation in welfare benefits, education, community care and housing.

The clinic has been granted a community care law legal aid contract (to start in September 2018) subject to verification and we now seek an experienced community care lawyer to assist in expanding the work of UCL iLAC and managing the requirements of the legal aid contract during a period of maternity cover. The qualified solicitor or barrister should meet the Legal Aid Agency Supervisor Standard for community care law and have significant experience of advising in community care matters.

We are seeking a candidate who understands the needs of the vulnerable client group that we work with and can balance their needs with supervising students working on their cases.

The lawyer will work with the CAJ team including a Housing Solicitor, Operations Coordinator, Welfare Benefits Advice and Casework Supervisor and Advice Fellow to supervise the students who work in the Clinic. Consistent with the Centre's core objectives, the lawyer must demonstrate a commitment to access to social justice for all.

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### **Duties and responsibilities:**

#### **Advice, Casework & Representation / Core Activities**

- Work with the UCL CAJ team to support the day to day managerial responsibility for the Clinic including ensuring compliance with all professional body requirements
- Provide advice, casework, representation and advocacy services to clients directly on community care law matters.
- Supervise clinic students working on community care law matters, ensuring they gain a broad spectrum of experience including conducting casework, advice giving, representation and advocacy where appropriate.
- Maintain accurate and complete files and records in line with SQM standards and UCL iLAC procedures
- Assist with running the legal aid contract as appropriate, bill files, complete legal aid applications and comply with other Legal Aid Agency and SQM requirements
- Provide support and guidance to students in the development of their professional skills (interviewing, advising, client care, legal research, drafting and advocacy) through one-to-one sessions and case oversight

- Contribute to student training for student casework
- Carry out such other duties as may reasonably be requested.

#### **Enabling**

- Assist in building and maintaining links with local East London community groups and advice networks and with legal professionals and other law school clinics
- Build up a network of referral sources as appropriate to maintain a full caseload

#### **Staff and Professional Development**

- Pursue academic excellence through a continuing commitment to professional and personal development.

#### **In Addition**

- The post-holder will be expected to actively follow UCL policies including Equal Opportunities policies
- The post-holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations
- Available to work outside 'normal' office hours, including attendance at evening advice sessions and weekend events
- The post-holder may be expected to be 'on-call' for client emergencies during UCL closure periods (Time off in lieu would be accrued)
- As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder

# Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
<b>Essential Criteria</b>		
A qualified solicitor (England & Wales) or barrister with current practicing certificate who meets the Legal Aid Agency Supervisor Standard for community care Law	E	A/I
Significant and recent post-qualification experience in community care law	E	A/I
Experience of undertaking work in a legal aid practice and a detailed understanding of legal aid eligibility requirements and legal aid applications, including using CCMS	E	A/I
Knowledge of and ability to run case files in accordance with the Specialist Quality Mark	E	A/I
Experience supervising students (or other staff members) undertaking casework.	E	A/I
Familiarity with and demonstrable commitment to the provision of pro bono legal assistance to members of the local community	E	A/I
Excellent IT skills including ability to use the MS Office suite and case management software	E	A/I
Understanding and awareness of the solicitors' accounts rules	E	A/I
<b>Personal Style, Skills and Qualities</b>	E	A/I
Excellent interpersonal skills with the ability to develop relationships with partner organisations, legal professionals, staff and students	E	A/I
Highly developed sense of legal professionalism and a commitment to access to justice with excellent client care skills	E	A/I
Communication skills with the ability to effectively deliver student training and seminars	E	A/I
Ability and willingness to provide pastoral care and support to students in the context of clinical legal education.	E	A/I
Evidence of commitment to personal learning and professional development.	E	A/I
Commitment to contributing to, and appreciation of, UCL's policy of equal opportunity	E	A/I

Criteria	Essential or Desirable	Assessment method (Application/Interview)
<b>Desirable</b>		
Significant and recent post-qualification experience in an additional area of law including: welfare benefits, education, family, employment, mental health, or housing.	D	A/I
Knowledge and awareness of broader access to justice issues and scholarship	D	A/I