



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Legal Administrator
Hours:	35 hours per week
Responsible to:	Senior Supervising Solicitor/Director
Role	To provide casework and administrative support to the senior supervising solicitor

1. Main duties and responsibilities

(a) Casework

- to assist with enquiries and new referrals, including gathering information for assessment by supervising solicitor
- to arrange appointments with clients including sending forms, checklists and other relevant information
- to assist children and young persons to ensure they are best prepared and supported to attend appointments, provide information and documents etc.
- to undertake follow-up work, including requesting and chasing further evidence
- to assist with applications including indexing and pagination of bundles and issuing in the higher courts
- to complete public funding forms, gather evidence of means and ensure compliance with statutory and other requirements
- to carry out all necessary administrative work in preparation of PRCBC pro bono monthly casework
- to support pro bono solicitors and other volunteers at PRCBC monthly casework

(b) Administration

- to deal with photocopying, scanning and filing documents
- to set up and maintain client records including opening, closing and archiving of case files
- to deal with outgoing post including maintaining clear records

- to maintain PRCBC's diaries and other central records up to date
- to draft invoices for approval of supervising solicitor
- to prepare payments of invoices for approval of supervising solicitor
- to deal with petty cash and receipts
- to do and ensure accurate time-recording, prompt billing and costing of files

2. Other duties and responsibilities

- to comply with case management systems and other procedures, as required by funders and PRCBC
- to comply with and assist to implement PRCBC's manual and policies including Equal Opportunities and Diversity policy and Safeguarding and Child Protection Policy
- to attend meetings and seminars where necessary
- to support the supervising solicitor to maintain financial records
- to assist with the management and troubleshooting of information technology systems and equipment
- to carry out such other duties as may be required in accordance with the developing work and policies of PRCBC and the main aims of the role
- To assist PRCBC director with enquiries from media, parliamentarians, academics etc

3. Standard of Performance

- you are expected to learn PRCBC's procedures and perform them competently and reliably
- you are expected to deal with all enquiries politely, tactfully and efficiently
- you are expected to pass messages on promptly and to inform PRCBC's supervising solicitor if an urgent message cannot be acted upon
- you are expected to ensure that a high standard of service is provided to clients and third parties

PERSON SPECIFICATION

The successful applicant will have the following qualifications, skills, abilities and experience:

Essential

- Experience of legal administration work
- Commitment to social justice and to working in the field of children's rights
- Excellent administrative and organisational skills, including ability to manage time efficiently and to work under pressure to meet strict deadlines
- Commitment to a high quality of client care and ability to work in a sensitive and professional way with clients from a wide variety of cultural, ethnic and educational backgrounds and with a range of different needs
- Excellent IT skills, including the ability to work with a case management system and other IT applications, such as word processing, excel and databases
- Willingness quickly to learn and develop skills
- Excellent written and oral communication skills, including ability to draft letters and other form of correspondence in clear English
- Ability to use initiative, to be flexible and to prioritise between competing tasks
- Ability to work as part of a team in a polite, professional and cooperative manner
- Sufficient numeracy to complete public funding and costing forms, time-recording, petty cash and billing
- Ability to work on his/her own as well as part of the team
- Enhanced Disclosure and Barring Service check

Desirable

- Experience of effective working with young people and/or vulnerable people
- A proven ability to build good working relationships, e.g., with referral agencies, volunteers and third parties
- Experience of legal aid work
- Willingness to work outside usual office hours when necessary

