



Junior Solicitor

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Junior Solicitor (nationality law)
SALARY RANGE:	£35 - 37,000 per annum depending on PQE
RESPONSIBLE TO:	Senior Supervising Solicitor/CEO of PRCBC

MAIN PURPOSE OF POST

To provide casework and other support to the senior solicitor in advising and representing children and young people in relation to British citizenship claims and applications

Duties and Responsibilities as Junior Solicitor

Casework responsibilities

- i. To advise and represent young people on their complex British Citizenship applications and assist the senior solicitor with casework in relation to British citizenship claims at Stage 1 (investigative) and Stage 2 (applications and internal reviews)
- ii. To conduct detailed legal research
- iii. To arrange and conduct meetings with clients in a respectful, compassionate, and professional way
- iv. To draft letters, witness statements, chronologies, applications, and other documents
- v. To assist in the preparation of bundles and the collation of documents
- vi. To assist with enquiries and new referrals
- vii. To complete Legal Aid Agency public funding applications and forms
- viii. To maintain and ensure accurate time-recording, prompt billing and costing of files and assist the senior solicitor with these, as required
- ix. To develop knowledge and skills in PRCBC's specific area of work and to develop own caseload under the supervision of the senior solicitor
- x. To assist the senior solicitor, as required, in preparing higher court work to challenge and secure changes to law, policy and practice by which children and young people are effectively deprived of their British citizenship rights
- xi. To assist the senior solicitor with pro bono casework allocated to PRCBC's solicitor volunteers

- xii. To assist the senior solicitor, as required, with Legal Aid Agency audits
- xiii. To assist the senior solicitor, as required, when PRCBC tenders for a contract with the Legal Aid Agency
- xiv. To meet an agreed financial and case target

Professional Development

- i. To learn and receive training from the senior solicitor so as to develop knowledge and skills in law and policy in PRCBC's specific area of expertise
- ii. To receive regular supervision and support on all aspects of your work from the senior solicitor
- iii. To keep up to date with changes in relevant law, policy and procedures and attend relevant training as agreed in supervision with the senior solicitor
- iv. To discuss regularly with PRCBC's senior solicitor your job performance and personal career development and participate in annual appraisal

Other duties and responsibilities

- i. To deal with photocopying, scanning, and filing documents, as required
- ii. To comply with and help to implement PRCBC's manual and policies including PRCBC's Equality and Diversity Policy and Safeguarding and Child Protection Policy and Procedures
- iii. 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
- iv. To act always in an ethical manner that upholds the good reputation of PRCBC

Standard of Performance

- i. You are expected to ensure that a high standard of service is provided to young people and third parties
- ii. You are expected to learn PRCBC's work and procedures and to perform them competently and reliably
- iii. You are expected to deal with all enquiries politely, tactfully, and efficiently
- iv. You are expected to pass messages on promptly and to inform PRCBC's senior solicitor if a message cannot be acted upon

PERSON SPECIFICATION

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

Essential

- i. England and Wales qualified solicitor with at least 1-3 years PQE
- ii. Law Society Level 2 IAAS caseworker or willingness to secure this within six months

- iii. Demonstrable commitment to social justice and to working in the field of children's rights
- iv. Demonstrable commitment to a high quality of client care and ability to work in a respectful and compassionate way with clients from a wide range of cultural, ethnic, and educational backgrounds and with a range of different needs
- v. Willingness to learn and develop skills quickly, and to recognise limitations of own experience and knowledge and ability to learn from mistakes
- vi. Demonstrable ability to work under pressure and to tight deadlines
- vii. Self-motivating with the ability to work on your own for long periods as well as to work cooperatively and collaboratively as part of a small team
- viii. Demonstrable ability to use initiative, be flexible and prioritise between competing tasks
- ix. Demonstrable ability to carry out detailed instructions efficiently and promptly
- x. Excellent organisational and time management skills, including ability to work under pressure and to tight deadlines without compromising standards
- xi. Excellent written and oral communication skills, including demonstrable ability to draft letters and other forms of correspondence in clear English and to communicate effectively and clearly with vulnerable clients
- xii. Sufficient ability to complete Legal Aid Agency public funding and costing forms, time recording, petty cash, and billing
- xiii. Excellent IT skills, including ability to work with a case management system, as well as other IT applications and Microsoft/Apple software, such as Outlook, Excel, E-bundling, Zoom
- xiv. Ability and willingness to work one Saturday a month and outside usual office hours as necessary
- xv. Willingness to undergo periodic Enhanced Disclosure and Barring Service (DBS) checks

Desirable

- i. Experience of effective working with young people and/or other vulnerable people with complex needs
- ii. A demonstrable ability to build good working relationships e.g., with referral agencies, third parties and volunteers
- iii. Experience of completing Legal Aid Agency public funding forms and legal aid work

Conditions of Employment - main terms

The post-holder will be based at PRCBC's office in Hammersmith, London.

This is a full-time post (35 hours a week) but with flexibility to work 4 days a week, depending on personal circumstances. Holiday entitlement will be 25 days a year plus public holiday (pro rata if 4 days per week).

All appointments are subject to a 6-month probationary period.

Level of responsibility: the post-holder will report to and be accountable to PRCBC's Senior Supervising Solicitor.