

### Job Description

<b>Job Title:</b>	Solicitor (Community Care and Public Law 3 years+ PQE)
<b>Service:</b>	Legal Practice Unit
<b>Reporting to:</b>	Head of Community Care
<b>Salary Range:</b>	Starting from £33,000 Dependent on experience and supervisory responsibilities. The post holder will also benefit from eligibility for our bonus scheme.
<b>Work Pattern:</b>	Full-Time (However, flexible working arrangements will be considered in line with operational need and pay prorated accordingly)
<b>Contract Type</b>	Permanent

Coram is the UK's oldest children's charity founded by Thomas Coram in London helping vulnerable children and young people since 1739. Today, the Coram group helps more than one million children, young people, families and professionals every year by providing access to the skills and opportunities they need to thrive.

Coram Children's Legal Centre (CCLC) is the UK's specialist centre for children's rights championing access to justice through information and advice, legal practice and representation, policy and strategic litigation. Our Legal Practice Unit provides advice and representation in child and family law, education law, community care law and asylum and immigration law.

#### Purpose of the role:

To have conduct of and be responsible for a caseload of community care law/public law matters concerning young people, children and their carers and to provide high quality legal advice, assistance and representation to clients through community care law casework.

#### Main duties & Responsibilities

- To conduct legal casework, including judicial review litigation, in compliance with the Legal Practice Unit's (LPU) procedures and Solicitors Regulation Authority (SRA) requirements, including:
  - Meeting with clients to take instructions
  - Providing high quality legal advice in writing and in person to clients
  - Developing case strategies to assist clients resolve their issues
  - Correctly assessing eligibility for and applying for legal aid and ensuring compliance with Legal Aid Agency (LAA) requirements throughout the conduct of a matter

- Liaising with clients, witnesses, counsel, experts, the court and other involved persons in a matter
  - Drafting correspondence in accordance with the pre-action protocol
  - Drafting case documents, including pleadings, witness statements, advice letters, instructions to counsel and experts, funding documents such as High Costs Case Plans, instructions to costsdraftspersons, narratives seeking enhancement, representations and appeals against refusal of funding
  - Billing privately paying clients
  - Ensuring file keeping of a high standard in compliance with the LPU's operating manual
  - Reviewing and monitoring costs of the matter and compliance with LAA requirements.
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- To provide supervision to less experienced fee-earners in the LPU.
  - Where fee-earners are absent, to cover work on their caseloads.
  - To record both chargeable and non-chargeable time and to achieve a monthly chargeable hours target.
  - To meet an annual fee income target, to be monitored on a monthly basis.
  - To undertake other administrative and non-chargeable tasks as required.
  - To keep up to date in all areas of community care law as it impacts children and young people and to be responsible for disseminating relevant information to other fee-earners.
  - To participate in, contribute to and generate ideas for CCLC policy meetings and be willing to take forward policy work as required.
  - To give training, present at seminars, workshops or seminars either internally or externally on relevant community care law matters.
  - Possible opportunity for additional line management responsibility if desired
  - To recognise and challenge all forms of discrimination and prejudice in the workplace.
  - To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
  - To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
  - To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR)