

Job Description

Job Title:	Solicitor or Senior Solicitor, depending on experience and PQE
Service:	Legal Practice Unit
Location:	London or Colchester, depending on the preference of the successful candidate
Reporting to:	Head of Education Law
Salary Range:	<p>Our salary range for this role is £31,000 to £48,000 per annum, dependant on experience and PQE.</p> <p>We anticipate that the successful candidate would be able to meet the legal aid supervisor standard or be able to work towards this in a short space of time.</p> <p>The post holder will also benefit from eligibility for our bonus scheme.</p>
Work Pattern:	35 hours per week (but part time minimum of 21 hours per week will be considered)
Contract Type:	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 provide high quality legal advice, assistance and representation to young people, parents, carers and other client groups through the conduct of education and discrimination law casework.

Main duties & Responsibilities:

- To conduct legal casework in compliance with the Legal Practice Unit's (LPU) procedures and Solicitors Regulation Authority (SRA) requirements, including:
 - Communicating with clients to take instructions

- Providing high quality legal advice in writing and in person to clients
 - Representing clients at all stages of their matter including in relation to appeal hearings, judicial reviews and hearings before the county court
 - 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 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 where appropriate cases are allocated
 - 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
2. To support the Head of Education Law to develop a variety of work for the Education Law Team (ELT), including privately paying matters to complement the teams current legal aid funded work.
 3. To provide supervisory support to less experienced fee-earners in the ELT including appraising performance.
 4. Where fee-earners are, absent, to cover work on their caseloads.
 5. To record both chargeable and non-chargeable time and to achieve a monthly chargeable hours target.
 6. To meet an annual fee income target, to be monitored on a monthly basis.
 7. To undertake other administrative and non-chargeable tasks as required.
 8. To keep up to date in all areas of education and discrimination law as it impacts children and young people and to be responsible for disseminating relevant information to other fee-earners.
 9. To participate in and contribute generate ideas to CCLC policy meetings and be willing to take forward policy work as required.
 10. To give training, present at seminars, workshops or seminars either internally or externally on relevant matters.
 11. To recognise and challenge all forms of discrimination and prejudice in the workplace.

12. To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
13. To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
14. 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).