

JOB DESCRIPTION & DUTIES

Locum Project Lawyer



Part time or full time for an exceptional candidate

FIXED TERM CONTRACT TO 31st MARCH 2012 with potential for post to be extended (including to permanent contract) at the end of the fixed term

SALARY: c £35,000

When we shortlist for this post, and when we interview, candidates will be assessed on their skills and experience as set out in the job description, using the selection criteria set out here. In completing the application form, you should show how your skills and experience match these criteria. The criteria are provided to ensure that all candidates are assessed on the same basis. CVs and testimonials should not be sent as they will be disregarded.

PLP is an equal opportunities employer and welcomes applications from individuals with a disability whatever their impairment. Applicants should note that our current building is located over four floors and regrettably has no lift facilities. If you have a disability which you think may interfere with your ability to do the job as described, please let us know and PLP will make reasonable adjustments both at interview and on appointment. PLP will be moving to fully accessible offices later this year.

Introduction

The Public Law Project is a small charitable organisation, currently with 6 paid members of staff supported by volunteers. The organisation is currently consulting to enable it to expand sustainably. This post represents an exciting opportunity to be part of that process. During the consultation process, the performance of the day to day duties of all members of staff will be collectively supervised by the staff group. The staff group is accountable to the Public Law Project's Management Committee.

It is envisaged that the consultation process will be completed in approximately six months so as to enable decisions about the structure of the organisation to be implemented by April 2012. The locum solicitor will therefore be working as part of a staff group that will collectively scrutinise its work, although, as stated above, this organisation structure is subject to review. This post is funded until the end of the financial year, but potentially could be extended or made permanent thereafter depending on the organisation's needs and available resources in the next financial year and beyond.

Job Description

Specific activities and responsibilities:

1. Casework

- 1.1 Provide authoritative legal advice and assistance to client groups by telephone, and in writing, on public law issues.
- 1.2 In particular, to staff the Specialist Support public law advice line and be responsible for conducting legal research arising from calls received. In addition carry out other legal work including research to discharge commitments under other funded projects

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for the benefit of individuals, voluntary sector organisations, solicitors in private practice and other client groups.

- 1.3 Conduct and co-ordinate public law litigation (in particular judicial review) on behalf of individuals and organisations using the Community Legal Service scheme and other sources of funding.
- 1.4 Assist client groups to identify common problems and issues and to advise on appropriate public law remedies and strategies to deal with them.
- 1.5 Conduct legal research where necessary in order to fulfil the responsibilities of this post.

2. Training and Information Work

- 2.1 To publicise, and take reasonable steps to ensure a consistent uptake of the Specialist Support line, and to collate and monitor feedback on the service provided.
- 2.2 In conjunction with the Events & Resource Development Officer, and other staff members where appropriate, to develop, maintain and disseminate information relating to the field of public law and of relevance to PLP's client groups.
- 2.3 In conjunction with the Events & Resource Development Officer, and other staff members where appropriate, to develop, maintain and deliver training courses to PLP's client groups.

3. Staffing responsibilities

- 3.1 To attend staff and Management Committee meetings, when necessary.
- 3.2 To attend regular meetings of staff, and to actively participate both in the mutual supervision of PLP's solicitors and in the collective management of PLP,

4. General

- 4.1 Contributing to the fulfilment of any reporting requirements of the LSC and other funders.
- 4.2 Compliance with all professional requirements. In particular, responsibilities to individual clients may sometimes require the postholder to work outside normal working hours.
- 4.3 Undertaking general administration and word-processing in connection with their work.
- 4.4 Participating with other staff in the day-to-day operation of PLP's activities.
- 4.5 Contributing to PLP's policy work. This can involve taking the lead in providing written responses to particular issues on PLP's behalf.
- 4.6 Contributing to PLP's general development. This may involve taking the lead in fundraising applications or proposals for PLP's strategic direction.
- 4.7 Representing PLP at meetings and other fora, as required.
- 4.8 Undertake other tasks appropriate to the role as required.

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- 4.9 PLP lawyers are expected to attend occasional evening meetings. These and other events may also result in the post holder having to be away from home overnight. However, PLP recognises that post holders may have caring and other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.