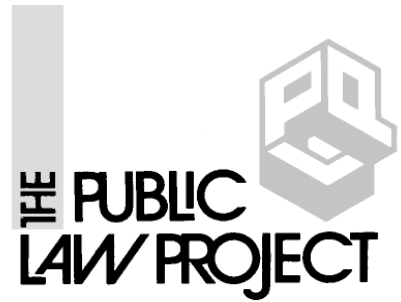


LEGAL VOLUNTEER



Job Description

The main tasks you will be required to undertake are:

1. Assist PLP solicitors in researching the legal background to their casework or advice work using internet or library resources, and preparing written summaries and statutory frameworks.
2. Assist with the other casework such as drafting factual chronologies or preparing court bundles.
3. Assist with the preparation of advice in response to enquiries from other solicitors or advisers.
4. Assist in updating and maintaining PLP's stock of legal resources.
5. Assist with the preparation of training materials.
6. Other general tasks as required.
7. All staff are self-servicing, and volunteers will also be expected to assist in administrative work essential to the running of the project such as photocopying, mailing, filing, collating bundles, lodging papers at court etc.

N.B. Although volunteers may be involved in the preparation of advice, they may not give any legal advice whatsoever, either oral or written.

Person Specification

Essential requirements for a legal volunteer:

1. A law degree, CPE or diploma. A non-law graduate able to demonstrate sufficient relevant legal experience would also be considered.
2. A demonstrable interest in public law.

3. The ability to carry out legal research, sometimes within a short time-frame or to tight deadlines.
4. Good written and oral communication skills.
5. The ability to work flexibly and independently in an informal voluntary sector setting.
6. An understanding of and commitment to the aims of PLP and to Equal Opportunities.
7. Honesty, reliability and an ability to maintain absolute client confidentiality.
8. Familiarity with word processing packages, or willingness to learn.
9. Two days a week availability (normally, but other arrangements are considered on an individual basis).

Arrangements

1. Anyone wanting to volunteer at PLP must complete our standard application form which is available to download from www.publiclawproject.org.uk/volunteers. Applications are accepted at any time.
2. Generally PLP has one or two legal volunteers each day of the week (so there are usually 3 or 4 in total).
3. When a vacancy arises applicants are shortlisted from those who have applied since the last recruitment. Earlier applications may also be reconsidered.
4. Those who are shortlisted are asked to attend an interview.
5. Following interview one or more applicants are selected to fill the available place(s). Where there is more than one appointable candidate, unsuccessful applicants may be placed on a waiting list.
6. Volunteers are taken on for an initial period of three months with the possibility of extending that period. It is not usually possible to volunteer at PLP for longer than one year.