**Required Trainee Solicitor - Human Rights Specialist Law Firm**

* **Location – Finchley London N12**
* **Full-time role – 9.30-5.30 [35 hours per week].**
* **Starting summer 2019**
* **Salary range £22,000 per annum.**

We are seeking 2 enthusiastic Trainee Solicitor/Chartered Legal Executives to join the firm. Training positions are available at our North London office based in Finchley.

**Our firm**

The firm is a specialist civil liberties firm and applicants will work across our Claims against Public Authorities and Public Law and Community care teams. We are a friendly and dynamic team with work that is often unusual and requires a lot of lateral thinking across a number of disciplines. The firm is a recommended Legal 500 firm undertaking a broad range of private and public law litigation.

Our Civil Claims team act for Claimants in a range of inquest and private law claims against public authorities. We specialise particularly in actions against the police for abuse of power and misconduct, with most of our cases raising human rights arguments.

The public law and community care team act in a broad range of judicial review challenges against public bodies. We have a particular focus on migrant rights and police law.

As a firm we remain committed to continuing to undertake publicly funded work and acting for marginalised individuals and groups. The majority of our cases are funded by legal aid.

**The role**

Our Trainees will undertake seats within our Civil Claim teams and Public law teams We offer excellent training with trainees having a lot responsibility and client contact.

The work is varied and will involve undertaking a range of activity including legal research, assisting with case preparation, completing legal aid funding applications, attendance in client meetings, conferences and at Court, taking witness evidence, drafting instructions and correspondence to clients, court and defendants and billing assistance. It will also include administrative work such as document and file management. Further details of the role can be found in the job description [Job description Trainee Solicitor.docx](Job%20description%20Trainee%20Solicitor.docx)

**Skills and Experience**

We are looking for dynamic yet methodical thinkers with a keen eye for detail. Previous paralegal experience is desirable, and experience or a demonstrable commitment to the areas of law we practise is desirable. Knowledge of legal aid procedures is also an advantage. Strong administrative and organisation skills are required, and previous experience of working in an office is essential. Please see the person specification for further details.

**Application process**

Applications should be made on the form supplied [Trainee Solicitor application form.docx](Trainee%20Solicitor%20Legal%20Excutive%20-%20application%20form.docx) (CVs will not be accepted):

By email to: matthewgoldvacancy@matthewgold.co.uk, *OR*

By post to: Matthew Gold & Company Limited, 1st Floor, 2D Lodge Lane, North Finchley, London N12 8AF.

**Closing date: 4th February 2019**

We regret that due to the volume of applications we tend to receive, we cannot guarantee feedback to all unsuccessful candidates.

**APPLICATION FORM: TRAINEE SOLICITOR**

Please complete all parts of the application form below and return to us by

By email to: matthewgoldvacancy@matthewgold.co.uk, *OR*

By post to: Matthew Gold & Company Limited, 1st Floor, 2D Lodge Lane, North Finchley, London N12 8AF.

**Closing date: 23 February 2018**

**Job Description: Trainee Solicitor**

The main purpose of this role is to assist fee-earners with their caseload and gain the experience and skills necessary to qualify as a solicitor and continue your career in law.

Key tasks (not an exhaustive list)

* Client and third party liaison, including taking instructions from clients and witnesses and other third parties in person and by telephone.
* Dealing with legal aid matters including completing legal aid applications and liaising with the Legal Aid Agency.
* Drafting documents, including correspondence with client, defendants and court; attendance and research notes; witness statements; instructions to counsel and expert and other necessary documents.
* Conducting case investigation and legal research.
* Note-taking at hearings, in conferences and client meetings.
* Document management including preparation of litigation bundles, obtaining and reviewing records.
* Attending Court to issue proceedings.
* Maintaining case files including ensuring time is recorded and detailed attendance notes kept.
* Assisting with billing
* Other legal work as required.
* General administrative tasks.

**PERSON SPECIFICATION**

We are looking for a person with the following experience and skills.

|  |  |
| --- | --- |
| **Experience/Skill** | **Essential (E)/ Desirable (D)** |
| **Academic Skills** |
| Good academic record (3 A Levels at A-C or equivalent) | E |
| Law degree, GDL or Level 6 CILEX qualifications (2.1 or merit) | E |
| LPC or Graduate Fast Track Diploma completed | D |
| **Experience** |
| Experience of working in an office environment and undertaking administrative tasks | E |
| Experience of undertaking legal work/ in a legal work environment | E |
| Experience of working in the areas of law that MG & Co practise | D |
| Experience of legal aid procedures | D |
| Experience of time-recording and document management systems | D |
| Experience of working with vulnerable individuals | D |
| Experience of social media and/or publicity and press work | D |
| **Skills** |  |
| Excellent communication skills (verbal and written) and ability to communicate effectively and appropriately with a range of audience. | E |
| Ability to work well under pressure and as part of a team. | E |
| Excellent organisational skills, including the ability to prioritise work and ensure key deadlines are met. | E |
| Ability to use initiative and help develop the firm | E |
| Thorough approach to work, keen eye to detail and good record keeping. | E |
| IT literacy skills and good working knowledge of Microsoft Office. | E |
| Demonstrable commitment to access to justice and civil liberties  | E |

**APPLICATION FORM: TRAINEE SOLICITOR**

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |    |
| **Telephone number:** |   |
| **Email:** |  |
| **Location**  | London Y/N | Eastbourne Y/N |

**Employment (paid work – most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Voluntary and unpaid work (most recent first)**

|  |  |  |
| --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Education (please include details of all qualifications starting with most recent to GCSEs)**

|  |  |  |
| --- | --- | --- |
| **Course Name** | **Dates** | **Qualification and Grade** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please give details below of any other relevant training, professional qualifications or training, or work related skills (for example, professional courses, IT skills, languages etc.)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**WHY YOU FULFIL THE CRITERIA**

**In no more than 2 A4 pages, please describe how you fit the person specification, giving examples wherever possible.**