**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.

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| **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 |