This is a great opportunity to join a Legal 500 and ever expanding legal practice as Practice Manager. The firm specialise in public law and human rights, civil actions against the police and other public bodies, inquests and community care/migrant rights cases. We are a firm made up of campaigning lawyers with a commitment to social justice issues and legal aid.

12 month maternity cover to start late November/early December

Part Time Position 3 days a week - flexibility over how the hours are worked

Salary: £35 -£40k Pro Rata

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

**Email:** matthewgoldvacancy@matthewgold.co.uk

**Closing Date:** 15th November

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |    |
| **Telephone number:** |   |
| **Email:** |  |

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

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| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** | **Salary** | **Reason for leaving** |
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**Voluntary/unpaid work experience (most recent first)**

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| **Dates to and from** | **Organisation** | **Areas of involvement** |
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**Education (please include details of all qualifications (including vocational qualifications) starting with most recent to GCSEs) Please provide detail of present studies**

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| **Course Name** | **Dates** | **Qualification and Grade** |
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**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.)**

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| **Other details** |
| Are you a British citizen or a national of an Area EU country or Switzerland? |  |
| If not, do you have the right to work in the UK and a current work permit? |  |
| If so, please state the expiry date of your right to work in the UK and/or your work permit.  |  |
| When are you available for interview in the coming month?  |  |

**WHY YOU FULFIL THE CRITERIA**

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