**Job Description: Trainee Solicitor**

Assisting fee-earners with their caseload to gain the experience and skills necessary to qualify as a solicitor and continue a career in law.

Key tasks include:

* Client and third-party liaison, including taking instructions from clients and witnesses and other third parties in person and by telephone (including via an interpreter).
* Dealing with legal aid matters including completing legal aid applications and liaising with the Legal Aid Agency.
* Drafting documents, including correspondence with clients, 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 and obtaining and reviewing records.
* Assisting in the preparation and issuing of claims.
* 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 |
| Completed the LPC or intending to complete the LPC part-time during the training contract or pursue the SQE route to qualification. | E |
| **Experience** |
| At least 12 months experience of working full-time (or part-time for more than 12 months) in an office environment  | E |
| Experience of undertaking legal work/working in a legal work environment | E |
| Experience of working in the areas of law that Gold Jennings practice | D |
| Experience of legal aid procedures | D |
| Experience of time-recording and using document management systems | D |
| Experience of preparing electronic bundles | D |
| Experience of working with vulnerable individuals | D |
| Experience of undertaking administrative tasks in a work environment. | E |
| Experience of communicating with non-English speakers via an interpreter. | 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 to urgent deadlines  | E |
| Ability to work independently and as part of a team | E |
| Excellent organisational skills, including the ability to prioritise work and ensure key deadlines are met and good record keeping | E |
| Thorough approach to work and keen eye to detail. | E |
| IT literacy skills including excellent working knowledge of Microsoft Office, including Outlook, Word and Excel. | E |
| Demonstrable commitment to access to justice and civil liberties | E |