

Assistant Legal Officer, Employment and Self-referral Coordinator 2019-20

Recruitment pack

Application Process / Timetable:

Send the following documents by e-mail to admin@thefru.org.uk no later than **midday Wednesday 13th February 2019:**

1. A letter setting out how you meet the person specification (no more than 2 sides of A4).
2. A CV (no more than 2 sides of A4), giving the names and contact details of two referees.
3. A completed test answer.
4. A completed "information for administrator" form.

We are committed to equal opportunities and to selecting the best candidate for the post. We will make any reasonable adjustment required for people with a disability.

The selection timetable will be:

- Stage I: Applications submitted by midday Wednesday 13th February 2019
- Stage II: Shortlisted candidates invited to an interview by Friday 15th February
- Stage III: Interviews on Wednesday 20th February (with possible addition of Thursday 21st if required)
- Stage IV: Job offered subject to references
- Stage V: Start date of early March (subject to discussion of successful candidate's availability)

Background information

FRU offers representation in Social Security and Employment cases to those who cannot afford lawyers. Since 1972 we have helped our clients get access to justice in the tribunals. In the current environment, with all forms of legal aid and free advice under pressure, our work is needed more than ever.

We also offer training and advocacy experience for our volunteers, most of whom are students or recently graduated. Volunteers are supervised by FRU's staff, in particular our Principal Legal Officers and Assistant Legal Officers.

Our Assistant Legal Officers

As an Assistant Legal Officer you will make a vital contribution to FRU's work, but the post is also part of our efforts to give aspiring lawyers and junior practitioners training and experience. That is why it is offered as a paid internship lasting 18 months, from March 2019 to August 2020.

Over that time we expect you to develop as a lawyer and advocate. With our help you will shoulder significant responsibility for supervising volunteers. You will also have your own clients and will be expected to make a substantial contribution to FRU's overall caseload, especially in complex and appeal cases.

You will be supervised and supported by our Principal Legal Officer, Employment.

What will you do?

You will spend most of each day in the FRU office helping volunteers. Common situations include:

- Discussing a case with a new volunteer, who needs to demonstrate that they will be able to conduct it properly
- Advising a volunteer on a difficult legal point
- Guiding someone through a difficult client handling situation or point of professional ethics
- Helping a volunteer to prepare written submissions
- Responding to telephone and e-mail queries from volunteers, other organisations and members of the public.

When you are not helping volunteers, you will work on your own cases. You will be expected to manage your work to balance your casework with supervision of volunteers.

Although you will primarily work in Employment you will be expected to be flexible and assist with Social Security work when necessary. The precise division of work will depend on the needs of the organisation, as well as your own preferences.

You will also be responsible for the day-to-day management of FRU's self-referral scheme, which allows clients to approach FRU directly. This will involve speaking to clients on the phone and, where the client has a suitable case, meeting them to receive the self-referral. You will also market the scheme to other advice agencies and clients.

What are we looking for?

An enthusiastic, committed and able candidate, of course!

We expect candidates to have some experience of working in employment law, whether that be at FRU, as a volunteer in another advice agency or in paid employment. But we are primarily interested in finding candidates with ability and potential.

In essence, we are more interested in how good a lawyer we think you will become than in how much experience you have right now. One point of the post is to give people with that potential the experience they need to start their career. We are proud to say that most of our past Assistant Legal Officers have gone on to pupillage or training contracts.

Job Details

Job title:	Assistant Legal Officer, Employment and Self-referral Coordinator
Reporting to:	Principal Legal Officer, Employment
Hours of work:	35 hours a week. Normal working hours will be 10.00 to 18.00 with an hour for lunch. You will be expected to cover late night opening on Tuesday evenings until 20.00 and will be able to take time off in lieu to compensate (arrangements for this to be agreed). You will be expected to participate in the rota of staff conducting office inductions on Monday evenings. This will occur approximately once every 3 weeks, for about 45 minutes and you will be able to take time off in lieu to compensate.
Salary:	£28,006 p.a.
Annual Leave:	25 days + Bank Holidays + period between Christmas and New Year
Location:	The post-holder will need to be available to volunteers and will therefore be based in FRU's office in central London. However, the post-holder will be expected to travel to tribunal hearings.
Duration:	Fixed term post: March 2019 to August 2020.
Other:	Interest free loan for travel season ticket

Person Specification

Applicants for the post should demonstrate that they have the following:

A. Knowledge, experience and qualifications

Essential

1. A law degree, a GDL or equivalent qualification
2. Some knowledge of employment law
3. Some experience of managing client cases and advocacy in employment law

Desirable

4. Knowledge of and experience in social security law and practice
5. Experience of public speaking
6. Experience of managing or organising projects

B. Skills and abilities

Essential

1. Ability to analyse and understand complex legal issues
2. Ability to explain complex legal issues to different audiences
3. Ability to learn skills and information quickly
4. Ability to work in a busy environment with competing demands
5. Good oral and written communication skills

C. Personal qualities

Essential

1. Commitment to helping people obtain access to justice and to equal opportunities
2. Ability to take responsibility and make sound judgements
3. An interest in developing the skills and knowledge of others
4. Ability to work as part of a small team

Desirable

5. Ability to attend occasional evening and weekend meetings and events (which are planned in advance).

ALO Test 2019

Below you will find the ALO test, which all candidates should complete. Your performance on the test is an important criterion in both shortlisting and appointment following interview.

Test

Summarise the case of [Patel v Folkestone Nursing Home Ltd](#) [2018] EWCA Civ 1689 and, in particular, the point of law it established. Your summary must be no longer than 500 words.